Legislative Assembly Management Committee

Annual report

2000-2001

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The Legislative Assembly of
British Columbia

Legislative Assembly Management Committee

Annual Report

2000 - 2001

April 9, 2001

To the Honourable,
The Legislative Assembly of the
Province of British Columbia
Victoria, British Columbia

Honourable Members:

I have the honour to present herewith, the Legislative Assembly Management Committee Annual Report for the period June 2000 through March 2001 pursuant to section 5 (9) of the *Legislative Assembly Management Committee Act*.

This all-party Committee was established in 1992 to provide the requisite administrative and financial support to Members of the Legislative Assembly in the discharge of their parliamentary and constituency responsibilities. As Chairperson of the Committee, I would like to thank all Committee Members for their diligence and hard work.

Respectfully submitted on behalf of the Committee,

Hon. Bill Hartley
Speaker

101-04449/

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Legislative Assembly Management Committee Act [RSBC-1996] Chapter 258 55

Composition of the Committee

Members (as at March 31, 2001)[1]

Honourable Bill Hartley, MLA *Speaker and Chair*	*Maple Ridge-Pitt Meadows*
Honourable Gerard Janssen, MLA *Government House Leader*	*Alberni*
Honourable Joy MacPhail, MLA[2] *Minister of Education*	*Vancouver-Hastings*
Mr. Dan Miller, MLA *Government Caucus Chair*	*North Coast*
Mr. Gary Farrell-Collins, MLA *Official Opposition House Leader*	*Vancouver-Little Mountain*
Dr. April Sanders, MLA *Official Opposition Caucus Chair*	*Okanagan-Vernon*

Clerks to the Committee

Craig James
Clerk of Committees and Clerk Assistant

Kate Ryan-Lloyd
Committee Clerk

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[1] Pursuant to section 2(1) of the Legislative Assembly Committee Act, R.S.B.C. 1996, c. 258

[2] Mr. Dale Lovick, MLA (Nanaimo) was a regular substitue for Hon. Joy MacPhail, "The Minister" at meetings of the Committee.

Committee Process

The Legislative Assembly Management Committee was established in 1992 with the enactment of the *Legislative Assembly Management Committee Act*. The Committee is comprised of the Speaker, a Cabinet Minister, the Government House Leader, the chair of the Government Caucus, the Opposition House Leader, and the chair of the Official Opposition Caucus.

Under the *Legislative Assembly Management Committee Act*, the Committee is empowered to consider any matters necessary for the efficient and effective operation and management of the Legislative Assembly, including reviewing estimates of expenditure for the Legislative Assembly under Vote 1.

During the period June 2000 to March 2001, the Committee held two meetings on the following dates to consider various matters:

- Tuesday, October 24, 2000
- Tuesday, January 16, 2001

This report is the Legislative Assembly Management Committee's seventh annual report to the Legislative Assembly. It lists all decisions made by the Committee since its inception in 1992. These decisions are reported in chronological order and by topic.

Chronological List of Committee Decisions 1992 - 2001

2000 - 2001

1. The Committee reviewed the minutes of its meeting held on Wednesday, May 10, 2000 and reiterated its view that decisions of the Committee take effect on the day of the meeting they are approved. (Decision October 24, 2000)
2. The Committee agreed that all full-time and part-time constituency assistants be permitted to purchase pensionable service in respect of their employment as a constituency assistant subject to the rules of the Public Service Pension Plan or with approval of the Public Service Pension Advisory Board. (Decision October 24, 2000)
3. The Committee agreed that the Speaker should engage in consultations with the appropriate agents in respect of a review of space requirements in the Parliament Buildings and adjacent buildings on precinct property and submit a report to the Committee. (Decision October 24, 2000)
4. The Committee accepted and adopted the recommendations of the Auditor General's Report entitled *Financial Administration of Vote 1.* (Decision October 24, 2000)
5. The Committee agreed that the Speaker be authorized to assemble a panel of experts to consider the issue of murals in the Parliament Buildings and that the report of the experts be presented to the Committee. (Decision October 24, 2000)
6. The Committee considered the issue of short term and long term disability plans for Members of the Legislative Assembly and agreed that further discussion on the matter was required. (Decision October 24, 2000)
7. The Committee approved Vote 1 Estimates – Fiscal Year 2001/2002, as presented to the Committee. (Decision January 16, 2001)
8. The Committee approved the proposed Facilities. (Decision January 16, 2001)

1998 - 2000

1. The Committee approved its annual report for 1997/98. (Decision August 5, 1998)
2. The Committee resolved that the administration of the BC Travel Card for Members of the Legislative Assembly be performed in a cost effective, efficient and economical manner consistent with the principles contained in the Citizens' Panel Report on MLA Remuneration. (Decision August 5, 1998)
3. The Committee resolved that staff support for constituency offices be raised by one-half person (the costs of which are to be only for staff support). (Decision August 5, 1998)
4. The Committee resolved that the Government Caucus Global Budget include one-half of the Private Member's Allowance for Executive Council Members and a full Private Member's Allowance for the Deputy Speaker. (Decision August 5, 1998)

5. The Committee agreed that it should meet on a more regular basis developing a schedule of meetings and that a discussion around the conduct of the Committee's business should take place at its next meeting. (Decision August 5, 1998)
6. The Committee resolved that funding for the travel of the Leader of the Official Opposition outside the province be provided from within the existing caucus budget. (Decision August 19, 1998)
7. The Committee agreed that the Legislative Comptroller should attend its meetings. (Decision September 28, 1998)
8. The Committee agreed that minutes of its proceedings could be approved at a subsequent committee meeting or with the written approval of each Member of the Committee. (Decision September 28, 1998)
9. The Committee agreed that precinct directors and senior managers should appear before the Committee in an advisory capacity, on matters within their responsibility that are the subject of review by the Committee by invitation. (Decision September 28, 1998)
10. The Committee agreed that briefing notes on a matter before it be prepared by the respective precinct director/senior manager and available to Members prior to its meeting. (Decision September 28, 1998)
11. The Committee resolved that each MLA be eligible to receive up to $5000.00 for the purposes contained in "Guidelines for Nisga'a Final Agreement MLA Expenses" presented to the Committee. (Decision September 28, 1998)
12. The Committee received correspondence from Mr. Gordon Wilson, MLA respecting additional resources for his Parliamentary office and the official use of B.C. Ferries and agreed that no additional resources could be approved at this time, and that the Legislative Comptroller clarify with Mr. Wilson the use of B.C. Ferries and other methods of official travel throughout his constituency. (Decision September 28, 1998)
13. The Committee agreed to meet on the first Monday of each month beginning with Monday, November 2, 1998 at 2:00 p.m. in the Hemlock Room subject to sufficient and substantive agenda items to warrant a meeting. (Decision September 28, 1998)
14. The Committee agreed that the $2,000.00 allowance, available to elected Members after an election, for their constituency offices, could be used for the acquisition of computer hardware and software. (Decision September 28, 1998)
15. The Committee agreed that given that Treasury Board must receive the Vote 1 Budget today this Committee regrets the fact that the Committee was not called prior to today to discuss ways to contain the budget. (Decision March 2, 1999)
16. The Committee agreed that the Budget Estimates of the Legislative Assembly of British Columbia for fiscal year 1999/2000 as presented to the Committee today be approved. (Decision March 2, 1999)

17. The Committee resolved that the constituency office for Delta South remain open and continue to be subject to the guidelines applicable to constituency offices. (Decision July 28, 1999)
18. The Committee resolved that the Committee respects the traditional authority of the Speaker in the day to day management of the Legislative Assembly and, in the absence of a decision by the Committee, recognizes the need for the Speaker to ensure the efficient and effective operation of the Assembly. (Decision July 28, 1999)
19. The Committee resolved that the Committee could approve the minutes of its meetings by each member signing their copy and returning it to the Clerk of Committees. (Decision July 28, 1999)
20. The Speaker presented the Committee with draft Estimates for Vote 1, Legislative Assembly for fiscal year 2000/2001. (Decision February 2, 2000)
21. The Committee reiterated its view that the process of implementing the recommendations contained in the Citizen's Panel Report on MLA Remuneration requires no further action. (Decision February 2, 2000)
22. The Committee resolved that the Speaker develop a bereavement, sick, maternity and family leave policy for Members of the Legislative Assembly based upon a draft proposal presented to the Committee today and subject to the appropriate legislation, regulations or official policies extant being amended to allow for its lawful implementation. (Decision February 2, 2000)
23. The Speaker advised the Committee that a report entitled *Auditor General of British Columbia: Financial Administration of Vote 1 – Report issued to the Speaker as Chair of the Legislative Assembly* would be deposited in her office tomorrow and that arrangements were being made to distribute copies. (Decision February 2, 2000)
24. The Committee approved the draft Budget Estimates of the Legislative Assembly of British Columbia for fiscal year 2000/01 as amended by the Committee. (Decision February 15, 2000)
25. The Committee resolved that in addition to the provisions of the *Legislative Assembly Allowances and Pension Act, R.S.B.C. 1996, c.257*, providing Members with payment of "reasonable out of pocket, travelling and other expenses incurred by the member in the discharge of [committee] duties", Members may choose instead to claim Capital City Allowance while on Committee business in Victoria. (Decision February 15, 2000)
26. The Committee clarified the interpretation of the *Citizens' Panel Report on MLA Remuneration* regarding provisions for career counseling to also include training costs. (Decision February 15, 2000)
27. The Committee asked the Legislative Comptroller to implement a plan to make more cost-efficient Members' communication expenses arising out of his briefing to the Committee. (Decision May 10, 2000)

28. The Committee discussed the issue of severance for Members of the Legislative Assembly and agreed to maintain the principle recommended by the Citizen's Panel Report on MLA Remuneration. (Decision May 10, 2000)
29. The Committee approved its annual report covering the period 1998-2000 and agreed that the Speaker should table it in the House as soon as practical. (Decision May 10, 2000)
30. The Legislative Comptroller advised the Committee of a series of regular meetings he is conducting with the Whips and circulated a summary of the discussions dated March 28, 2000 and May 9, 2000 along with a note respecting email and internet access from Members' constituency offices. The Committee agreed to implement the recommendations contained in the summaries prepared by the Legislative Comptroller. (Decision May 10, 2000)
31. Members with constituencies outside the Greater Vancouver Regional District (the area identified as the "Vancouver Capital") may claim reasonable travel expenses (including taxi, rental car, personal vehicle use, parking) within the Greater Vancouver Regional District when claiming capital city allowance. These expenses are in addition to normal expenses incurred when travelling from constituency to capital. (Decision May 10, 2000 – Memorandum #1)
32. There are occasions when members, with constituencies outside the Capital Regional District or the Greater Vancouver Regional District, initially travel from their constituency to Victoria and then have a return trip from Victoria to Vancouver before returning to their constituency. In this case, the travel cost will be deemed to be an additional constituency to capital trip and will be counted as one of the 52(60) annual trips allowed to a member. The alternative is that the member counts the Victoria to Vancouver trip as a business trip and claims actual expenses. (Decision May 10, 2000 – Memorandum #1)
33. Standard supplies for cellular telephones will now include the following: the telephone, two batteries, two battery chargers, one in-car "hands free" kit for an automobile, and a cover. (Decision May 10, 2000 – Memorandum #1)
34. The existing guidelines indicate that constituency offices can claim reimbursement for the purchase of paper and toner for facsimile machines. Effective 01 April 2000, this provision is extended to paper and toner for photocopiers and computer printers. (Decision May 10, 2000 – Memorandum #1)
35. The *Members' Handbook* currently indicates under "Stationery and Supplies" that members' business cards, in reasonable quantities, are provided by the Legislative Assembly and that stationery and supplies for use in a constituency office must be provided by the member's constituency office allowance. Despite this, it has been agreed that the Legislative Assembly will provide business cards for constituency assistants, again in reasonable quantities. (Decision May 10, 2000 – Memorandum #2)
36. Members are currently restricted to a total of eight (8) business trips per fiscal year, each of no more than four (4) days duration and three (3) overnight accommodation. It has been

recommended and implemented that all members are entitled to eight trips of five (5) days duration and four (4) overnight accommodation. (Decision May 10, 2000 – Memorandum #2)

a) If a member does not spend the night in Vancouver, the member continues to claim the daily Capital City Allowance of $48.00. If travel costs are claimed, the trip will constitute one of the 52(60) trips allocated to a member each fiscal year.

b) If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver and continues to be on legislative business, the member claims actual costs. The related travel costs to and from Vancouver will constitute one of the 52(60) trips allocated to a member each fiscal year. Actual costs would include:
   - Hotel room costs supported by receipts (only room costs, parking and related tax)
   - Receipted parking in other locations in the Greater Vancouver area
   - Personal vehicle use at $0.40 per kilometre within the Greater Vancouver area
   - Receipted taxi or rental car use within the Greater Vancouver area
   - A per diem of $51.50, or $25.75 per half-day (no receipts required). This per diem covers meals and other incidental expenses.

c) If a member uses his/her Diners Club/Enroute credit card to pay for the hotel bill, costs other than those identified above (room, parking and related tax) will be deducted from the member's claim as a personal charge.

d) If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver, continues to be on legislative business, but does not require paid overnight accommodation, the member claims $30.00 per night, plus the parking, personal vehicle use, taxi, rental car and meal per diems outlined in 2. above.

e) Members with constituencies inside the Greater Vancouver Regional District cannot claim overnight costs under this guideline. (Decision May 10, 2000 – Memorandum #3)

1997 - 1998

1. The Committee resolved that the *Legislative Assembly Management Committee Annual Report 1996/97* be adopted. (Decision April 21, 1997)
2. The Committee resolved that the implementation of the recommendations contained in the *Citizens' Panel Report on MLA Compensation* be adopted pursuant to administrative procedures developed by the Legislative Comptroller and approved by the Legislative Assembly Management Committee. (Decision April 21, 1997)
3. The Committee approved the application of the Capital City Allowance as contained in the 1997 edition of the Members' Handbook. (Decision May 6, 1997)
4. The Committee agreed to retain Mr. Roy Stuart of The Coles Group arising out of a recommendation made by the Superannuation Commissioner and that the services of Mr. Stuart would be requested on an as-needed basis to assist in the design and implementation of pension plans for Members. (Decision May 6, 1997)

5. The Committee delegated to the Speaker and the House Leaders the question of implementing a "uni-microphone" system to expedite media interviews. (Decision July 2, 1997)
6. The Committee resolved that the services of Standard Life be retained to develop and administer the Members of the Legislative Assembly Group Registered Retirement Savings plan and that the employer contributions be paid in to the Members' plans on a biweekly basis. (Decision November 5, 1997)
7. The Committee resolved that Chairs and Deputy Chairs of Select Standing and Special Committees of the Legislative Assembly be paid their special allowances of $6000 and $3000 respectively, from the date on which the House adopts the resolution referring a matter to a Committee, and in a manner consistent with the payment of other special allowances. (Decision November 5, 1997)
8. The Committee was advised of changes to the BC Travel Card administered by the British Columbia Ferry Corporation. (Decision November 5, 1997)
9. The Committee resolved that Members of the Legislative Assembly be entitled to 8 business trips per calendar year with each trip consisting of no more that 4 consecutive days. (Decision November 5, 1997)
10. The Committee discussed issues surrounding constituency office staffing including safety and security and agreed that the House Leaders determine a process to review the matter and make recommendation(s) to the Legislative Assembly Management Committee. (Decision December 10, 1997
11. The Committee resolved that a subcommittee comprised of the House Leaders review the budget estimates (Vote 1) for the fiscal year 1998/99 and report to the Speaker their concurrence or disagreement thereon as soon as possible. (Decision February 10, 1998)

1996 - 1997

1. The Committee resolved to implement the "Connaghan" formula for MLA indemnity allowance increases. (Decision August 14, 1996)
2. The Committee resolved that the first MLA indemnity allowance increase would take effect on September 1, 1996 and be based upon the appropriate economic statistics from September 1, 1995 to August 31, 1996 (Decision August 14, 1996)
3. The Committee resolved that the Legislative Assembly Members' Global budget be increased by 5% effective September 1, 1996. (Decision August 14, 1996)
4. The Committee resolved that the Communication Allowance be increased $500.00 per member for the period 1996/97 and an additional $500.00 per member for the period 1997/98. (Decision August 14, 1996)

5. The Committee resolved that the Legislative Assembly would make arrangements to provide each member with a cellular telephone and will reimburse the member for monthly telephone charges when the MLA submits the record of calls to the Legislative Comptroller's office. (Decision August 14, 1996)
6. The Committee resolved that the Constituency Assistant and Office Allowance would be increased: 5% effective September 1, 1996 and 5% effective September 1, 1997. (Decision August 14, 1996)
7. The Committee resolved that furnishings for constituency offices would consist of the following items:

   photcopier, facsimile machine, typewriter, computer (with fax/modem), printer, shredder, answering machine, two desks and two office chairs, two long drawer filing cabinets, four chairs, display case, bookcase, dictaphone, (all furniture and equipment to be owned and maintained by the Legislative Assembly, with purchasing in consultation with the government's Purchasing Commission and adjustments to be made for new members who have recently entered into arrangement) (Decision August 14, 1996)
8. The Committee resolved to establish a process for developing a constituency office staffing formula which permits non-urban designated members (MLA's) to provide equitable service to their constituents. (Decision August 14, 1996)
9. The Committee resolved to appoint a five-person panel to review and recommend compensation levels for MLA's' salaries, benefits and allowances:
   - The five members shall be persons from different walks of life and different parts of the province.
   - The five person panel shall report its recommendations to the Legislative Assembly Management Committee no later than November 30, 1996.
   - The five-person panel shall recommend a pension plan and an alternative to a pension plan for MLA's.
   - The recommended pension plan and alternative to a pension plan shall also cover the elements of eligibility, contribution levels and vesting rights for MLA's first elected in 1991 and who currently have no pension eligibility from 1991 until the present. The panel shall recommend eligibility, contribution levels and vesting rights for said members for that period as well.
   - Administrative support would be provided by the Clerk of Committees.
   - The five-person panel shall review and recommend compensation levels for MLA's such as, but not necessarily limited to: annual indemnity, special allowances, committee allowances, capital city allowance, travel allowances throughout the province and in-constituency, business travel, medical plan, extended health care plan, dental plan, group life insurance plan, severance allowance, Speaker-authorized travel, and child care expenses. (Decision August 14, 1996)
10. The Committee agreed to permit the attendance of a designated independent member of the Legislative Assembly at meetings of the Legislative Assembly Management Committee and

to participate in the proceedings but without voting privileges. (Decision August 14, 1996)

11. The Committee resolved that telephone modems for constituency offices be approved and that implementation be upon an instruction by the Speaker in collaboration with Computer systems branch and caucus representatives. (Decision November 7, 1996)
12. The Committee resolved that the Standing Orders of the House be reprinted in gender-neutral language and that a motion reflecting this decision be moved in the House by the Government and Opposition House Leaders when the House next sits. (Decision November 7, 1996)
13. The Committee resolved that provision be made for the addition of one full-time equivalent staff (FTE) for Mr. J. Weisgerber, MLA and Mr. R. Neufeld, MLA, jointly; and for Mr. G. Wilson, MLA, individually. (Decision November 13, 1996)
14. The Committee resolved that a committee be struck to advise the Legislative Assembly Management Committee in the matter of resources for non-urban constituency offices, the said committee to be composed of two members from each recognized caucus and chaired by the Speaker. (Decision November 13, 1996)
15. The Committee resolved that the Citizens' Panel be permitted to continue its work on the matter of the review of Members' remuneration until January 31, 1997; that the MLA indemnity increase agreed to August 14, 1996 pursuant to the "Connaghan formula" not be implemented until the Committee has received and reviewed the report of the Panel; and that the Speaker convey this decision in a letter to the Panel. (Decision November 13, 1996)
16. The Committee discussed the issue of equitable access to computer media monitoring and tracking programs, and agreed to the principle that the same facilities be provided to members of government and opposition caucuses. (Decision November 13, 1996)
17. The Committee resolved that the Citizens Panel Report on MLA Compensation be adopted except for recommendations #12 and #13. (Decision March 4, 1997)
18. The Committee resolved that a subcommittee comprised of the House Leaders and the Caucus Chairs review the budget estimates and report to the Speaker their concurrence or disagreement with the estimates as soon as possible. (Decision March 4, 1997)

1995

1. The Committee resolved that two persons (one male, one female) be appointed by the Legislative Assembly Management Committee to hear complaints surrounding questions relating to the conduct of statutory officers of the House and to collaborate with the Legislative Assembly Director of Human Resources on the matter of creating consistent and equitable guidelines applicable to employees of statutory officers of the House; such draft policies and guidelines to be approved by the Legislative Assembly Management Committee. Guidelines for the precinct managers and staff to be developed within the

precinct under the guidance of the Legislative Assembly Director of Human Resources. (Decision January 31, 1995)

2. The Committee resolved that all equipment and furniture purchased in whole or in part with public funds by MLA's for use in their constituency office(s) remain the property of the Legislative Assembly. (Decision January 31, 1995)
3. The Committee resolved that effective February 1, 1995 expenses associated with the supply of paper and toner for constituency office facsimile machines be incorporated into the communications and other centralized expenses category in Vote 1. (Decision January 31, 1995)
4. The Committee resolved that effective February 1, 1995 MLA's wishing to install security systems in their constituency offices be reimbursed for the installation to a maximum of $800.00 and for monitoring charges of the security system to a maximum of $50.00 per month. (Decision January 31, 1995)
5. The Committee resolved that the Parliamentary Dining Room would present a business plan to the Committee. (Decision March 21, 1995)
6. The Committee resolved that the budget for the Legislative Assembly (Vote 1) be approved for fiscal year 1995/96. (Decision March 21, 1995)

1993 - 1994

1. The Committee decided to create an envelope for payment of Members' constituency office rents, separate from the monthly constituency office allowance. Under the new system, Members provide the Legislative Comptroller with copies of their rental agreements for payment. (Decision October 22, 1993)
2. Pursuant to #1 above, the Committee decided to reduce Members' constituency office allowance by $500.00 per month, from $3672 to $3172.This reduction takes into account the removal of rent from the costs traditionally covered by the monthly allowance into its separate envelope. (Decision October 22, 1993)
3. Pursuant to #1 and #2 above, the Committee decided to terminate the accountable advance program, which had been instituted earlier in the year to assist Members experiencing a shortfall due to high rents. It was decided that the advances would be repaid to the Legislative Comptroller over a reasonable period of time. (Decision October 22, 1993)
4. The Speaker advised the Committee she had approved the extension of employee benefits to eligible sessional staff. It was agreed that further information related to the *Sessional Employee Benefits Package* be provided, including the number of employees and total costs, when the package was implemented. (Decision October 22, 1993)
5. The Committee decided to implement an allowance for Members' constituency assistants to undertake business travel within the constituency. The allowance will be equal to one-third

the annual amount paid to Members for in-constituency travel. The amounts provided for the assistants are as follows:

Constituency Type	*Annual Amount*
Semi-Urban	$1320
Semi-Rural	$1760
Rural	$1980
Coastal/Remote	$2200

For determining in-constituency travel amounts for both Members and their assistants, constituencies are divided into five categories, according to the difficulty of the terrain and number of communities served. No allowance is provided for constituency assistants located in "Urban" constituencies. (Decision October 22, 1993)

6. The Committee resolved that the House Leaders or designated caucus representatives meet to determine budget allocations for the Legislative Assembly to a maximum of $24.5 million for the fiscal year 1994/95. (Decision February 28, 1994)
7. The Committee resolved to appoint Ms. Lynn Smith, Q.C., for the purpose of hearing complaints relating to statutory officers of the Legislative Assembly and report to the Legislative Assembly Management Committee her findings and recommendations. (Decision July 5, 1994)
8. The Committee resolved that dependent children of MLA's could travel with them on trips classified as "business" although each trip under this category taken by the dependent child is deducted from the remaining balance accorded to the Member. (Decision July 5, 1994)
9. The Committee resolved that a one-time provision would be made to enable the Chairperson and Deputy Chairperson to have their companion's transportation and accommodation paid for as it relates to their attendance at the annual meeting of the Canadian Council of Public Accounts Committees. (Decision July 5, 1994)

1992 - 1993

1. The Committee agreed that the decision of the Committee would be made available to the public. (Decision September 17, 1992)
2. The Committee agreed that there was no necessity to have the proceedings of the Committee recorded by Hansard. (Decision September 17, 1992)
3. The Committee agreed that the mandatory appointment of a qualified person or firm to examine and report on the Committee's accounts or financial procedures in each fiscal year should be an item on the agenda of the Committee's next meeting. Information regarding the practices in this matter in other jurisdictions is to be presented to the Committee. (Decision September 17, 1992)

4. The Committee agreed that the Chairperson should be the spokesperson of the Committee. (Decision September 17, 1992)
5. The Committee agreed its decisions would be by consensus of the members. The frequency of Committee meetings would be determined by the number of agenda items proposed to the Committee. (Decision September 17, 1992)
6. The Committee supported the review of computer and telecommunications requirements for offices under the Speaker's jurisdiction. Such a review will commence in late September 1992, and the recommendations contained in the first of three phases to be completed by November 1992. (Decision September 17, 1992)
7. The Committee agreed that a personnel officer should be hired and attached to the Legislative Comptroller's Office with the following provisos:
   a) that the job description for this position should be considered and approved by the Committee; and
   b) that the position should be open for public competition (Decision September 17, 1992)
8. The Committee agreed that a study regarding the policy on the use of airline bonus points by Members of the Legislative Assembly should be undertaken. This study will consider control mechanisms and practices used in other jurisdictions. It will be presented to the Committee by December 31, 1992. The Committee agreed that there should be some mechanism established to ensure that the use of airline bonus points accumulated by Members of the Legislative Assembly should accrue to the benefit of the province of British Columbia. (Decision September 17, 1992)
9. The Committee agreed that Vancouver office space for the Leader of the Third Party was an issue that was within the mandate of the committee and that it should be placed on the agenda of the committee's next meeting. (Decision September 17, 1992)
10. Pursuant to the *Legislative Assembly Management Act*, s. 5(4), the Committee approved the appointment of the Auditor General as the person to examine the Committee's accounts or financial procedures. (Decision February 11, 1993)
11. The Committee clarified the interpretation of Constituency Trip as described in the Members' Handbook to mean a trip taken by a Member of the Legislative Assembly between their constituency and either Vancouver or Victoria (return) as well as a trip taken between Vancouver and Victoria (return). (Decision March 3, 1993)
12. The Committee decided to increase the Householder Budget for Members by 2% effective April 1, 1993. (Decision March 3, 1993)
13. The Committee decided to increase the Constituency Office Allowance for Members by 2% retroactive to February 1, 1993. (Decision March 3, 1993)
14. The Committee decided that beginning with the 1993/94 fiscal year, the Legislative Assembly (Vote 1) Budget will incur the cost of Leader's office space in Vancouver, defined as +/- 200 square metres for the Leader of the Official Opposition and +/- 53 square metres for the Leader of Third Party. (Decision March 3, 1993)

15. The Committee decided to follow the recommendations of Mr. Ted Hughes, Q.C. related to the Constituency Office telecommunications arrangements. (Decision March 3, 1993)
16. In accordance with Section 3(1)(d) of the Act, the Committee approved the budget for the Legislative Assembly (Vote 1) for the fiscal year 1993/94. (Decision March 3, 1993)
17. The Committee agreed that Constituency telephone bills related to lines and equipment only be reimbursed from Vote 1 retroactive to April 1, 1993 to a maximum determined by a survey; and that Inquiry B.C. be utilized as the public toll-free access to MLA's. (Decision April 15, 1993)
18. The Committee agreed that MLA's be reimbursed out of Vote 1 for Workers' Compensation coverage they have arranged for their constituency assistants. (Decision April 15, 1993)
19. The Committee agreed that mileage rates be increased to 32 cents per kilmetre from 28 cents per kilometre effective April 1, 1993 and tied to the rate as established from time to time by Treasury Board. (Decision April 15, 1993)
20. The Committee agreed that the following would be entitled to five additional constituency-capital round trips. It was agreed that there should be a review of business trip usage and cost implications arising from any increases:

    Leader, Official Opposition Caucus
    Leader, Third Party Caucus
    Deputy House Leader, Government Caucus
    House Leader, Official Opposition Caucus
    House Leader, Third Party Caucus
    Whip and Deputy Whip, Government Caucus
    Whip, Official Opposition Caucus
    Whip, Third Party Caucus
    Chair, Government Caucus
    Chair, Official Opposition Caucus
    Chair, Third Party Caucus (Decision April 15, 1993)
21. The Committee agreed that a survey and analysis be concluded as soon as possible by the British Columbia Buildings Corporation to determine fair market rental value of office space in constituencies for MLA offices. (Decision April 15, 1993)
22. The Committee agreed that in the interim, an accountable expense advance would be made available to Members, upon request, to offset current rent payment discrepancies. (Decision April 15, 1993)
23. The Committee agreed that Legislative Dining Room prices be reduced and that an efficiency study be made of the Legislative Dining Room operations. (Decision April 15, 1993)

24. The Committee reviewed the issue of Members' allowances for in-constituency travel and agreed to the following categories and allowances effective July 1, 1993:

a. Urban	$2900
b. Semi-Urban	$3960
c. Semi-Rural	$5280
d. Rural	$5940
e. Coastal-Remote	$6600

and that Coastal Remote Members retain the option of submitting receipts for extra expenses to a maximum additional amount of $6600, all of which is to be communicated to Members by the Speaker. (Decision May 25, 1993)

25. The Committee agreed to the proposed criteria for a British Columbia Buildings Corporation analysis of constituency office rent, including office location within the constituency, wheelchair accessibility, office size, physical and personal security, washroom facilities, telecommunications outlets and inter-constituency discrepancies. (Decision May 25, 1993)

26. The Committee agreed that Members can accumulate Airline Bonus Points and are responsible for maintaining accurate records and ensuring that the points are not used for any purpose other than legislative business, Commonwealth Parliamentary Association travel or as a donation to a recognized charity under the Income Tax Act, and that Members be advised of this policy. (Decision May 25, 1993)

27. The Committee agreed that a consultant be retained for the purpose of assessing the operational effectiveness of the Parliamentary Dining Room pursuant to the terms of reference prescribed by the Speaker. (Decision May 25, 1993)

28. The Committee agreed to retain the Capital/Constituency Travel Allowance at the present level which includes the additional 5 trips for each respective Caucus Executive member but agreed that an additional 8 trips would be available for each MLA should there be a Fall Session in any year. (Decision June 3, 1993)

29. The Committee agreed to retain the Business Travel Allowance at its present level. (Decision June 3, 1993)

30. The Committee agreed to retain the Capital City Allowance at its present level. (Decision June 3, 1993)

31. The Committee agreed to retain the Out-of-Session Allowance at its present level. (Decision June 3, 1993)

32. The Committee agreed that Constituency Assistants' position profiles are the responsibility of each Caucus. (Decision June 3, 1993)

33. The Committee agreed that the Legislative Comptroller will establish the cost of providing a "standard business telephone system" in each constituency and that amount will be added as a distinct item to monthly constituency allowances. It was further agreed that one time

installation costs would be reimbursed to those constituencies upgrading to the basic standard. (Decision July 20, 1993)

34. The Committee authorized the awarding of a contract for a maximum of $200,000 to install a local area network infrastructure within the precinct. (Decision July 22, 1993)

35. The Committee adopted the Legislative Assembly Management Committee Annual Report for the period April 1, 1992 through July 27, 1993. (Decision July 27, 1993)

Committee Decisions By Subject 1992-2001

Citizens Panel Report on MLA Compensation

Panel Appointment

The Committee resolved to appoint a five-person panel to review and recommend compensation levels for MLA's' salaries, benefits and allowances;

- The five members shall be persons from different walks of life and different parts of the province.
- The five person panel shall report its recommendations to the Legislative Assembly Management Committee no later than November 30, 1996.
- The five-person panel shall recommend a pension plan and an alternative to a pension plan for MLA's.
- The recommended pension plan and alternative to a pension plan shall also cover the elements of eligibility, contribution levels and vesting rights for MLA's first elected in 1991 and who currently have no pension eligibility from 1991 until the present. The panel shall recommend eligibility, contribution levels and vesting rights for said members for that period as well.
- Administrative support would be provided by the Clerk of Committees.
- The five-person panel shall review and recommend compensation levels for MLA's such as, but not necessarily limited to:
  - annual indemnity, special allowances, committee allowances, capital city allowance, travel allowances throughout the province and in-constituency, business travel, medical plan, extended health care plan, dental plan, group life insurance plan, severance allowance, Speaker-authorized travel, and child care expenses. (Decision August 14, 1996)

Panel Review to Continue

The Committee resolved that the Citizens' Panel be permitted to continue its work on the matter of the review of Members' remuneration until January 31, 1997; that the MLA indemnity increase agreed to August 14, 1996 pursuant to the "Connaghan formula" not be implemented until the Committee has received and reviewed the report of the Panel; and that the Speaker convey this decision in a letter to the Panel. (Decision November 13, 1996)

Panel Report Adoption

The Committee resolved that the Citizen's Panel Report on MLA Compensation be adopted except for recommendations #12 and #13. (Decision March 4, 1997)

Panel Report Implementation

The Committee resolved that the implementation of the recommendations contained in the *Citizens' Panel Report on MLA Compensation* be adopted pursuant to administrative procedures developed by the Legislative Comptroller and approved by the Legislative Assembly Management Committee. (Decision April 21, 1997)

Panel Report Implementation

The Committee reiterated its view that the process of implementing the recommendations contained in the Citizen's Panel Report on MLA Compensation requires no further action. (Decision February 2, 2000)

Members' Severance

The Committee discussed the issue of severance for Members of the Legislative Assembly and agreed to maintain the principle recommended by the Citizen's Panel Report on MLA Remuneration. (Decision May 10, 2000)

Committee Administration

Public Information

The Committee agreed that the decisions of the Committee would be made available to the public. (Decision September 17, 1992)

Hansard

The Committee agreed that there was no necessity to have the proceedings of the Committee recorded by Hansard. (Decision September 17, 1992)

Committee Accounts

The Committee agreed that the mandatory appointment of a qualified person or firm to examine and report on the Committee's accounts or financial procedures in each fiscal year should be an item on the agenda of the Committee's next meeting. Information regarding the practices in this matter in other jurisdictions is to be presented to the Committee. (Decision September 17, 1992)

Chairperson

The Committee agreed that the Chairperson should be the spokesperson of the Committee. (Decision September 17, 1992)

Decisions by Consensus

The Committee agreed its decisions would be by consensus of the members. The frequency of Committee meetings would be determined by the number of agenda items proposed to the Committee. (Decision September 17, 1992)

Committee Accounts

Pursuant to the *Legislative Assembly Management Act*, s. 5(4), the Committee approved the appointment of the Auditor General as the person to examine the Committee's accounts or financial procedures. (Decision February 11, 1993)

Annual Report

The Committee adopted the *Legislative Assembly Management Committee Annual Report* for the period April 1, 1992 through July 27, 1993. (Decision July 27, 1993)

Committee Membership

The Committee agreed to permit the attendance of a designated independent member of the Legislative Assembly at meetings of the Legislative Assembly Management Committee and to participate in the proceedings but without voting privileges. (Decision August 14, 1996)

Annual Report

The Committee resolved that the *Legislative Assembly Management Committee Annual Report 1996/97* be adopted. (Decision April 21, 1997)

Annual Report

The Committee approved its annual report for 1997/98. (Decision August 5, 1998)

Committee Meeting Schedule

The Committee agreed that it should meet on a more regular basis developing a schedule of meetings and that a discussion around the conduct of the Committee's business should take place at its next meeting. (Decision August 5, 1998)

Legislative Officials

The Committee agreed that the Legislative Comptroller should attend its meetings. (Decision September 28, 1998)

Committee Minutes

The Committee agreed that minutes of its proceedings could be approved at a subsequent committee meeting or with the written approval of each Member of the Committee. (Decision September 28, 1998)

Legislative Officials

The Committee agreed that precinct directors and senior managers should appear before the Committee in an advisory capacity, on matters within their responsibility that are the subject of review by the Committee by invitation. (Decision September 28, 1998)

Briefing Notes

The Committee agreed that briefing notes on a matter before it be prepared by the respective precinct director/senior manager and available to Members prior to its meeting. (Decision September 28, 1998)

Committee Meeting Schedule

The Committee agreed to meet on the first Monday of each month beginning with Monday, November 2, 1998 at 2:00 p.m. in the Hemlock Room subject to sufficient and substantive agenda items to warrant a meeting. (Decision September 28, 1998)

Role of Speaker

The Committee resolved that the Committee respects the traditional authority of the Speaker in the day to day management of the Legislative Assembly and, in the absence of a decision by the Committee, recognizes the need for the Speaker to ensure the efficient and effective operation of the Assembly. (Decision July 28, 1999)

Committee Minutes

The Committee resolved that the Committee could approve the minutes of its meetings by each member signing their copy and returning it to the Clerk of Committees. (Decision July 28, 1999)

Annual Report

The Committee approved its annual report covering the period 1998-2000 and agreed that the Speaker should table it in the House as soon as practical. (Decision May 10, 2000)

Decisions

The Committee reviewed the minutes of its meeting held on Wednesday, May 10, 2000 and reiterated its view that decisions of the Committee take effect on the day of the meeting they are approved. (Decision October 24, 2000)

Constituency Offices

Vancouver Office Space

The Committee agreed that Vancouver office space for the Leader of the Third Party was an issue that was within the mandate of the committee and that it should be placed on the agenda of the committee's next meeting. (Decision September 17, 1992)

Constituency Office Allowance

The Committee decided to increase the Constituency Office Allowance for Members by 2% retroactive to February 1, 1993. (Decision March 3, 1993)

Constituency Office Telecommunications

The Committee decided to follow the recommendations of Mr. Ted Hughes, Q.C. related to the Constituency Office telecommunications arrangements. (Decision March 3, 1993)

Vancouver Office Space

The Committee decided that beginning with the 1993/94 fiscal year, the Legislative Assembly (Vote 1) Budget will incur the cost of Leader's office space in Vancouver, defined as +/- 200 square metres for the Leader of the Official Opposition and +/- 53 square metres for the Leader of Third Party. (Decision March 3, 1993)

Constituency Office Telephone Service

The Committee agreed that Constituency telephone bills related to lines and equipment only be reimbursed from Vote 1 retroactive to April 1, 1993 to a maximum determined by a survey and that Inquiry B.C. be utilized as the public toll-free access to MLA's. (Decision April 15, 1993)

Constituency Office Rent

The Committee agreed that a survey and analysis be concluded as soon as possible by the British Columbia Buildings Corporation to determine fair market rental value of office space in constituencies for MLA offices. (Decision April 15, 1993)

Constituency Office Rent

The Committee agreed that in the interim, an accountable expense advance would be made available to Members, upon request, to offset current rent payment discrepancies. (Decision April 15, 1993)

Constituency Office Rent

The Committee agreed to the proposed criteria for a British Columbia Buildings Corporation analysis of constituency office rent, including office location within the constituency, wheelchair accessibility, office size, physical and personal security, washroom facilities, telecommunications outlets and inter-constituency discrepancies. (Decision May 25, 1993)

Constituency Office Telephone Service

The Committee agreed that the Legislative Comptroller will establish the cost of providing a "standard business telephone system" in each constituency and that amount will be added as a distinct item to monthly constituency allowances. It was further agreed that one time installation costs would be reimbursed to those constituencies upgrading to the basic standard. (Decision July 20, 1993)

Constituency Office Rent

The Committee agreed to establish an envelope for payment of Members' constituency office rents, separate from the monthly constituency office allowance. Under the new system, Members provide the Legislative Comptroller with copies of their rental agreements for payment. (Decision October 22, 1993)

Constituency Office Rent

Pursuant to the above decision of October 22, 1993, the Committee decided to reduce Members' constituency office allowance by $500.00 per month, from $3672 to $3172. This reduction took into account the removal of rent from the costs traditionally covered by the monthly allowance into its separate envelope. (Decision October 22, 1993)

Constituency Office Rent

Pursuant to the above two decisions of October 22, 1993, the Committee decided to terminate the accountable advance program, which had been instituted earlier in the year to assist Members experiencing a shortfall due to high rents. It was decided that the advances would be repaid to the Legislative Comptroller over a reasonable period of time. (Decision October 22, 1993)

Constituency Office Rent

The Committee agreed to establish an envelope for payment of Members' constituency office rents, separate from the monthly constituency office allowance. Under the new system, Members provide the Legislative Comptroller with copies of their rental agreements for payment. (Decision October 22, 1993)

Facsimile Machines

The Committee resolved that effective February 1, 1995 expenses associated with the supply of paper and toner for constituency office facsimile machines be incorporated into the communications and other centralized expenses category in Vote 1. (Decision January 31, 1995)

Security Systems

The Committee resolved that effective February 1, 1995 MLA's wishing to install security systems in their constituency offices be reimbursed for the installation to a maximum of $800.00 and for monitoring charges of the security system to a maximum of $50.00 per month. (Decision January 31, 1995)

Constituency Office Furniture

The Committee resolved that all equipment and furniture purchased in whole or in part with public funds by MLA's for use in their constituency office(s) remain the property of the Legislative Assembly. (Decision January 31, 1995)

Constituency Office Furniture

The Committee resolved that the Speaker would advise all MLA's in writing with respect to the following policies:

1. Clarification of the ownership of constituency office furniture and equipment,
2. Availability of security system installations and monitoring for constituency offices, and
3. Facsimile machine paper and toner expenses. (Decision January 31, 1995)

Constituency Office Allowance

The Committee resolved that the Constituency Assistant and Office Allowance would be increased: 5% effective September 1, 1996 and 5% effective September 1, 1997. (Decision August 14, 1996)

Constituency Office Furniture

The Committee resolved that furnishings for constituency offices would consist of the following items:

- photcopier, facsimile machine, typewriter, computer (with fax/modem), printer, shredder, answering machine, two desks and two office chairs, two long drawer filing cabinets, four chairs, display case, bookcase, dictaphone, (all furniture and equipment to be owned and maintained by the Legislative Assembly, with purchasing in consultation with the government's Purchasing Commission and adjustments to be made for new members who have recently entered into arrangement) (Decision August 14, 1996)

Rural Constituency Offices

The Committee resolved that a sub-committee be struck to advise the Legislative Assembly Management Committee in the matter of resources for non-urban constituency offices, the sub-committee to be composed of two members from each recognized caucus and chaired by the Speaker. (Decision November 13, 1996)

Delta South Constituency Office

The Committee resolved that the constituency office for Delta South remain open and continue to be subject to the guidelines applicable to constituency offices. (Decision July 28, 1999)

Constituency Office Printing Equipment

The existing guidelines indicate that constituency offices can claim reimbursement for the purchase of paper and toner for facsimile machines. Effective 01 April 2000, this provision is extended to paper and toner for photocopiers and computer printers. (Decision May 10,2000 – Memorandum #1)

Constituency Offices – Staff

Workers' Compensation

The Committee agreed that MLA's be reimbursed out of Vote 1 for Workers' Compensation coverage they have arranged for their constituency assistants. (Decision April 15, 1993)

Constituency Assistants

The Committee agreed that Constituency Assistants' position profiles are the responsibility of each Caucus. (Decision June 3, 1993)

Constituency Assistant Travel

The Committee decided to implement an allowance for Members' constituency assistants to undertake business travel within the constituency. The allowance will be equal to one-third the annual amount paid to Members for in-constituency travel. The amounts provided for the assistants are as follows:

Constituency Type	*Annual Amount*
Semi-Urban	$1320
Semi-Rural	$1760
Rural	$1980
Coastal/Remote	$2200

For determining in-constituency travel amounts for both Members and their assistants, constituencies are divided into five categories, according to the difficulty of the terrain and number of communities served. No allowance is provided for constituency assistants located in "Urban" constituencies. (Decision October 22, 1993)

Rural Constituency Offices

The Committee resolved to establish a process for developing a constituency office staffing formula to permit non-urban designated members (MLA's) to provide equitable service to their constituents. (Decision August 14, 1996)

Safety and Security

The Committee discussed issues surrounding constituency office staffing including safety and security and agreed that the House Leaders determine a process to review the matter and make recommendation(s) to the Legislative Assembly Management Committee. (Decision December 10, 1997)

Constituency Staffing Levels

The Committee resolved that staff support for constituency offices be raised by one-half person (the costs of which are to be only for staff support). (Decision August 5, 1998)

Business Cards

The *Members' Handbook* currently indicates under "Stationery and Supplies" that members' business cards, in reasonable quantities, are provided by the Legislative Assembly and that stationery and supplies for use in a constituency office must be provided by the member's constituency office allowance. Despite this, it has been agreed that the Legislative Assembly will provide business cards for constituency assistants, again in reasonable quantities. (Decision May 10, 2000 – Memorandum #2)

Constituency Assistants

The Committee agreed that all full-time and part-time constituency assistants be permitted to purchase pensionable service in respect of their employment as a constituency assistant subject

to the rules of the Public Service Pension Plan or with approval of the Public Service Pension Advisory Board. (Decision October 24, 2000)

Estimates – Vote 1

Budget 1993/94

In accordance with Section 3(1)(d) of the Act, the Committee approved the budget for the Legislative Assembly (Vote 1) for the fiscal year 1993/94. (Decision March 3, 1993)

Budget 1994/95

The Committee resolved that the House Leaders or designated caucus representatives meet to determine budget allocations for the Legislative Assembly to a maximum of $24.5 million for the fiscal year 1994/95. (Decision February 28, 1994)

Budget 1995/96

The Committee resolved that the budget for the Legislative Assembly (Vote 1) be approved for fiscal year 1995/96. (Decision March 21, 1995)

Budget 1997/98

The Committee resolved that a subcommittee comprised of the House Leaders and the Caucus Chairs review the budget estimates (Vote 1) for the fiscal year 1997/98 and report to the Speaker their concurrence or disagreement with the estimates as soon as possible. (Decision March 4, 1997)

Budget 1998/99

The Committee resolved that a subcommittee comprised of the House Leaders review the budget estimates (Vote 1) for the fiscal year 1998/99 and report to the Speaker their concurrence or disagreement thereon as soon as possible. (Decision February 10, 1998)

Budget 1999/2000

The Committee agreed that given that Treasury Board must receive the Vote 1 Budget today this Committee regrets the fact that the Committee was not called prior to today to discuss ways to contain the budget. (Decision March 2, 1999)

Budget 1999/2000

The Committee agreed that the Budget Estimates of the Legislative Assembly of British Columbia for fiscal year 1999/2000 as presented to the Committee be approved. (Decision March 2, 1999)

Budget 2000/01

The Speaker presented the Committee with draft Estimates for Vote 1, Legislative Assembly for fiscal year 2000/01. (Decision February 2, 2000)

Financial Administration of Vote 1

The Speaker advised the Committee that a report entitled *Auditor General of British Columbia: Financial Administration of Vote 1 – Report issued to the Speaker as Chair of the Legislative Assembly* would be deposited in her office tomorrow and that arrangements were being made to distribute copies. (Decision February 2, 2000)

Budget 2000/01

The Committee approved the draft Budget Estimates of the Legislative Assembly of British Columbia for fiscal year 2000/01 as amended by the Committee. (Decision February 15, 2000)

Financial Administration of Vote 1

The Committee accepted and adopted the recommendations of the Auditor General's Report entitled *Financial Administration of Vote 1*. (Decision October 24, 2000)

Budget 2000/01

The Committee approved Vote 1 Estimates – Fiscal Year 2001/2002, as presented to the Committee. (Decision January 16, 2001)

Legislative Assembly Human Resources

Human Resources Director

The Committee agreed that a personnel officer should be hired and attached to the Legislative Comptroller's Office with the following provisos:

a) that the job description for this position should be considered and approved by the Committee; and
b) that the position should be open for public competition (Decision September 17, 1992)

Sessional Employee Benefits

The Speaker advised the Committee she had approved the extension of employee benefits to eligible sessional staff. It was agreed that further information related to the *Sessional Employee Benefits Package* be provided, including the number of employees and total costs, when the package was implemented. (Decision October 22, 1993)

Complaints Process

The Committee resolved to authorize the Speaker to retain the services of an independent legal counsel to develop and recommend a process for considering complaints related to statutory Officers of the Legislative Assembly and that counsel's report be submitted to the Committee as soon as possible for it's approval. (Decision May 30, 1994)

Complaints Process

The Committee resolved to appoint Ms. Lynn Smith, Q.C. for the purpose of hearing complaints relating to statutory officers of the Legislative Assembly and reporting to the

Legislative Assembly Management Committee her findings and recommendations. (Decision July 5, 1994)

Complaints Process

The Committee resolved that two persons (one male, one female) be appointed by the Legislative Assembly Management Committee to hear complaints surrounding questions relating to the conduct of statutory officers of the House and to collaborate with the Legislative Assembly Director of Human Resources on the matter of creating consistent and equitable guidelines applicable to employees of statutory officers of the House; such draft policies and guidelines to be approved by the Legislative Assembly Management Committee. Guidelines for the precinct managers and staff to be developed within the precinct under the guidance of the Legislative Assembly Director of Human Resources. (Decision January 31, 1995)

Members' Benefits

Members' Pension Plans

The Committee agreed to retain Mr. Roy Stuart of The Coles Group arising out of a recommendation made by the Superannuation Commissioner and that the services of Mr. Stuart would be requested on an as-needed basis to assist in the design and implementation of pension plans for Members. (Decision May 6, 1997)

Registered Retirement Savings Plan

The Committee resolved that the services of Standard Life be retained to develop and administer the Members of the Legislative Assembly Group Registered Retirement Savings Plan and that the employer contributions be paid in to the Members' plans on a biweekly basis. (Decision November 5, 1997)

Members' Leave Policy

The Committee resolved that the Speaker develop a bereavement, sick, maternity and family leave policy for Members of the Legislative Assembly based upon a draft proposal presented to the Committee today and subject to the appropriate legislation, regulations or official policies extant being amended to allow for its lawful implementation. (Decision February 2, 2000)

Career Counselling

The Committee clarified the interpretation of the *Citizens' Panel Report on MLA Remuneration* regarding provisions for career counselling to also include training costs. (Decision February 15, 2000)

Members' Severance

The Committee discussed the issue of severance for Members of the Legislative Assembly and agreed to maintain the principle recommended by the Citizen's Panel Report on MLA Remuneration. (Decision May 10, 2000)

Disability Plans

The Committee considered the issue of short term and long term disability plans for Members of the Legislative Assembly and agreed that further discussion on the matter was required. (Decision October 24, 2000)

Members' Business Travel

Airline Bonus Points

The Committee agreed that a study regarding the policy on the use of airline bonus points by Members of the Legislative Assembly would be undertaken. This study would consider control mechanisms and practices used in other jurisdictions. It would be presented to the Committee by December 31, 1992. The Committee agreed that there would be some mechanism established to ensure that the use of airline bonus points accumulated by Members of the Legislative Assembly should accrue to the benefit of the province of British Columbia. (Decision September 17, 1992)

Capital - Constituency Travel

The Committee clarified the interpretation of Constituency Trip as described in the Members' Handbook to mean a trip taken by a Member of the Legislative Assembly between their constituency and either Vancouver or Victoria (return) as well as a trip taken between Vancouver and Victoria (return). (Decision March 3, 1993)

Mileage Rates

The Committee agreed that mileage rates be increased to 32 cents per kilometre from 28 cents per kilometre effective April 1, 1993 and tied to the rate as established from time to time by Treasury Board. (Decision April 15, 1993)

Capital - Constituency Travel

The Committee agreed that the following would be entitled to five additional constituency-capital round trips. It was agreed that there should be a review of business trip usage and cost implications arising from any increases:

- Leader, Official Opposition Caucus
- Leader, Third Party Caucus
- Deputy House Leader, Government Caucus
- House Leader, Official Opposition Caucus
- House Leader, Third Party Caucus
- Whip and Deputy Whip, Government Caucus
- Whip, Official Opposition Caucus
- Whip, Third Party Caucus
- Chair, Government Caucus

- Chair, Official Opposition Caucus
- Chair, Third Party Caucus (Decision April 15, 1993)

In - Constituency Travel

The Committee reviewed the issue of Members' allowances for in-constituency travel and agreed to the following categories and allowances effective July 1, 1993:

a. Urban	$2900
b. Semi-Urban	$3960
c. Semi-Rural	$5280
d. Rural	$5940
e. Coastal-Remote	$6600

and that Coastal Remote Members retain the option of submitting receipts for extra expenses to a maximum additional amount of $6600, all of which is to be communicated to Members by the Speaker. (Decision May 25, 1993)

Airline Bonus Points

The Committee agreed that Members can accumulate Airline Bonus Points and are responsible for maintaining accurate records and ensuring that the points are not used for any purpose other than legislative business, Commonwealth Parliamentary Association travel or as a donation to a recognized charity under the Income Tax Act, and that Members be advised of this policy. (Decision May 25, 1993)

Capital - Constituency Travel

The Committee agreed to retain the Capital/Constituency Travel Allowance at the present level which includes the additional 5 trips for each respective Caucus Executive member but agreed that an additional 8 trips would be available for each MLA should there be a Fall Session in any year. (Decision June 3, 1993)

Business Travel

The Committee agreed to retain the Business Travel Allowance at its present level. (Decision June 3, 1993)

Business Travel

The Committee resolved that the conditions related to "MLA Business Trips" be amended to enable Members of the Legislative Assembly to have their dependent children accompany them on business trips and that the number of business trips so used by deducted from the number of business trips allocated Members per year. (Decision July 5, 1994)

Public Accounts Committee

The Committee resolved that a one-time provision would be made to enable the Chairperson and Deputy Chairperson to have their companion's transportation and accommodation paid for as it

relates to their attendance at the annual meeting of the Canadian Council of Public Accounts Committees. (Decision July 5, 1994)

B.C. Ferry Travel Card

The Committee was advised of changes to the B.C. Travel Card administered by the British Columbia Ferry Corporation. (Decision November 5, 1997)

Business Travel

The Committee resolved that Members of the Legislative Assembly be entitled to 8 business trips per calendar year with each trip consisting of no more that 4 consecutive days. (Decision November 5, 1997)

B.C. Ferry Travel Card

The Committee resolved that the administration of the B.C. Travel Card for Members of the Legislative Assembly be performed in a cost effective, efficient and economical manner consistent with the principles contained in the Citizens' Panel Report on MLA Remuneration. (Decision August 5, 1998)

Leader of Official Opposition

The Committee resolved that funding for the travel of the Leader of the Official Opposition outside the province be provided from within the existing caucus budget. (Decision August 19, 1998)

Members' Travel on B.C. Ferries

The Committee received correspondence from Mr. Gordon Wilson, MLA respecting additional resources for his Parliamentary office and the official use of B.C. Ferries and agreed that no additional resources could be approved at this time, and that the Legislative Comptroller clarify with Mr. Wilson the use of B.C. Ferries and other methods of official travel throughout his constituency. (Decision September 28, 1998)

Capital-Constituency Travel

Members with constituencies outside the Greater Vancouver Regional District (the area identified as the "Vancouver Capital") may claim reasonable travel expenses (including taxi, rental car, personal vehicle use, parking) within the Greater Vancouver Regional District when claiming capital city allowance. These expenses are in addition to normal expenses incurred when travelling from constituency to capital. (Decision May 10, 2000 – Memorandum #1)

Capital-Constituency Travel

There are occasions when members, with constituencies outside the Capital Regional District or the Greater Vancouver Regional District, initially travel from their constituency to Victoria and then have a return trip from Victoria to Vancouver before returning to their constituency. In this case, the travel cost will be deemed to be an additional constituency to capital trip and will be counted as one of the 52(60) annual trips allowed to a member. The alternative is that the

member counts the Victoria to Vancouver trip as a business trip and claims actual expenses. (Decision May 10, 2000 – Memorandum #1)

Business Travel

Members are currently restricted to a total of eight (8) business trips per fiscal year, each of no more than four (4) days duration and three (3) overnight accommodation. It has been recommended and implemented that all members are entitled to eight trips of five (5) days duration and four (4) overnight accommodation. (Decision May 10, 2000 – Memorandum #2)

Vancouver Accommodation

1. If a member does not spend the night in Vancouver, the member continues to claim the daily Capital City Allowance of $48.00. If travel costs are claimed, the trip will constitute one of the 52(60) trips allocated to a member each fiscal year.
2. If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver and continues to be on legislative business, the member claims actual costs. The related travel costs to and from Vancouver will constitute one of the 52(60) trips allocated to a member each fiscal year. Actual costs would include:
   - Hotel room costs supported by receipts (only room costs, parking and related tax)
   - Receipted parking in other locations in the Greater Vancouver area
   - Personal vehicle use at $0.40 per kilometre within the Greater Vancouver area
   - Receipted taxi or rental car use within the Greater Vancouver area
   - A per diem of $51.50, or $25.75 per half-day (no receipts required). This per diem covers meals and other incidental expenses.
3. If a member uses his/her Diners Club/Enroute credit card to pay for the hotel bill, costs other than those identified above (room, parking and related tax) will be deducted from the member's claim as a personal charge.
4. If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver, continues to be on legislative business, but does not require paid overnight accommodation, the member claims $30.00 per night, plus the parking, personal vehicle use, taxi, rental car and meal per diems outlined in 2. above.
5. Members with constituencies inside the Greater Vancouver Regional District cannot claim overnight costs under this guideline. (Decision May 10, 2000 – Memorandum #3)

Members' Indemnities and Allowances

Constituency Allowance

The Committee decided to increase the Constituency Office Allowance for Members by 2% retroactive to February 1, 1993. (Decision March 3, 1993)

Capital-Constituency Travel Allowance

The Committee agreed to retain the Capital/Constituency Travel Allowance at the present level which includes the additional 5 trips for each respective Caucus Executive member but agreed that an additional 8 trips would be available for each MLA should there be a Fall Session in any year. (Decision June 3, 1993)

Business Travel Allowance

The Committee agreed to retain the Business Travel Allowance at its present level. (Decision June 3, 1993)

Capital City Allowance

The Committee agreed to retain the Capital City Allowance at its present level. (Decision June 3, 1993)

Out-of-Session Allowance

The Committee agreed to retain the Out-of-Session Allowance at its present level. (Decision June 3, 1993)

Constituency Allowance

The Committee agreed that the Legislative Comptroller will establish the cost of providing a "standard business telephone system" in each constituency and that amount will be added as a distinct item to monthly constituency allowances. It was further agreed that one time installation costs would be reimbursed to those constituencies upgrading to the basic standard. (Decision July 20, 1993)

Constituency Allowance

The Committee agreed to establish an envelope for payment of Members' constituency office rents, separate from the monthly constituency office allowance. Under the new system, Members provide the Legislative Comptroller with copies of their rental agreements for payment. (Decision October 22, 1993)

Constituency Allowance

Pursuant to the above decision of October 22, 1993, the Committee decided to reduce Members' constituency office allowance by $500.00 per month, from $3672 to $3172. This reduction took into account the removal of rent from the costs traditionally covered by the monthly allowance into its separate envelope. (Decision October 22, 1993)

Constituency Allowance

Pursuant to the above two decisions of October 22, 1993, the Committee decided to terminate the accountable advance program, which had been instituted earlier in the year to assist Members experiencing a shortfall due to high rents. It was decided that the advances would be repaid to the Legislative Comptroller over a reasonable period of time. (Decision October 22, 1993)

Members' Indemnity Allowance

The Committee resolved to implement the "Connaghan" formula for MLA indemnity allowance increases. (Decision August 14, 1996)

Members' Indemnity Allowance

The Committee resolved that the first MLA indemnity allowance increase would take effect on September 1, 1996 and be based upon the appropriate economic statistics from September 1, 1995 to August 31, 1996 (Decision August 14, 1996)

Members' Global Budget

The Committee resolved that the Legislative Assembly Members' Global budget be increased by 5% effective September 1, 1996. (Decision August 14, 1996)

Communication Allowance

The Committee resolved that the Communication Allowance be increased $500.00 per member for the period 1996/97 and an additional $500.00 per member for the period 1997/98. (Decision August 14, 1996)

Cellular Telephones

The Committee resolved that the Legislative Assembly would make arrangements to provide each member with a cellular telephone and will reimburse the member for monthly telephone charges when the MLA submits the record of calls to the Legislative Comptroller's office. (Decision August 14, 1996)

Members' Staff

The Committee resolved that provision be made for the addition of one full-time equivalent staff (FTE) for Mr. J. Weisgerber, MLA and Mr. R. Neufeld, MLA, jointly; and for Mr. G. Wilson, MLA, individually. (Decision November 13, 1996)

Capital City Allowance

The Committee approved the application of the Capital City Allowance as contained in the 1997 edition of the Members' Handbook. (Decision May 6, 1997)

Caucus Funding Formula

The Committee discussed the Caucus funding formula in light of recommendations made by the former Conflict of Interest Commissioner, the Honourable Ted Hughes, Q.C. and agreed that further discussion on the matter was needed. (Decision November 5, 1997)

Committee Allowances

The Committee resolved that Chairs and Deputy Chairs of Select Standing and Special Committees of the Legislative Assembly be paid their special allowances of $6000 and $3000 respectively, from the date on which the House adopts the resolution referring a matter to a

Committee, and in a manner consistent with the payment of other special allowances. (Decision November 5, 1997)

Government Caucus Global Budget

The Committee resolved that the Government Caucus Global Budget include one-half of the Private Member's Allowance for Executive Council Members and a full Private Member's Allowance for the Deputy Speaker. (Decision August 5, 1998)

Capital City Allowance

The Committee resolved that in addition to the provisions of the *Legislative Assembly Allowances and Pension Act, R.S.B.C. 1996, c.257*, providing Members with payment of "reasonable out of pocket, travelling and other expenses incurred by the member in the discharge of [committee] duties", Members may choose instead to claim Capital City Allowance while on Committee business in Victoria. (Decision February 15, 2000)

Capital City Allowance

Members with constituencies outside the Greater Vancouver Regional District (the area identified as the "Vancouver Capital") may claim reasonable travel expenses (including taxi, rental car, personal vehicle use, parking) within the Greater Vancouver Regional District when claiming capital city allowance. These expenses are in addition to normal expenses incurred when travelling from constituency to capital. (Decision May 10, 2000 – Memorandum #1)

Capital City Allowance

There are occasions when members, with constituencies outside the Capital Regional District or the Greater Vancouver Regional District, initially travel from their constituency to Victoria and then have a return trip from Victoria to Vancouver before returning to their constituency. In this case, the travel cost will be deemed to be an additional constituency to capital trip and will be counted as one of the 52(60) annual trips allowed to a member. The alternative is that the member counts the Victoria to Vancouver trip as a business trip and claims actual expenses. (Decision May 10, 2000 – Memorandum #1)

Capital City Allowance

1. If a member does not spend the night in Vancouver, the member continues to claim the daily Capital City Allowance of $48.00. If travel costs are claimed, the trip will constitute one of the 52(60) trips allocated to a member each fiscal year.
2. If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver and continues to be on legislative business, the member claims actual costs. The related travel costs to and from Vancouver will constitute one of the 52(60) trips allocated to a member each fiscal year. Actual costs would include:
   - Hotel room costs supported by receipts (only room costs, parking and related tax)
   - Receipted parking in other locations in the Greater Vancouver area
   - Personal vehicle use at $0.40 per kilometre within the Greater Vancouver area
   - Receipted taxi or rental car use within the Greater Vancouver area

- A per diem of $51.50, or $25.75 per half-day (no receipts required). This per diem covers meals and other incidental expenses.

3. If a member uses his/her Diners Club/Enroute credit card to pay for the hotel bill, costs other than those identified above (room, parking and related tax) will be deducted from the member's claim as a personal charge.
4. If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver, continues to be on legislative business, but does not require paid overnight accommodation, the member claims $30.00 per night, plus the parking, personal vehicle use, taxi, rental car and meal per diems outlined in 2. above.
5. Members with constituencies inside the Greater Vancouver Regional District cannot claim overnight costs under this guideline. (Decision May 10, 2000 – Memorandum #3)

Parliament Buildings

Murals

The Committee agreed that the Speaker be authorized to assemble a panel of experts to consider the issue of murals in the Parliament Buildings and that the report of the experts be presented to the Committee. (Decision October 24, 2000)

Space Review

The Committee agreed that the Speaker should engage in consultations with the appropriate agents in respect of a review of space requirements in the Parliament Buildings and adjacent buildings on precinct property and submit a report to the Committee. (Decision October 24, 2000)

Space Review

The Committee approved the proposed Facilities Space Review. (Decision January 16, 2001)

Parliamentary Dining Room

Efficiency Study

The Committee agreed that Legislative Dining Room prices be reduced and that an efficiency study be made of the Legislative Dining Room operations. (Decision April 15, 1993)

Consultant

The Committee agreed that a consultant be retained for the purpose of assessing the operational effectiveness of the Parliamentary Dining Room pursuant to the terms of reference prescribed by the Speaker. (Decision May 25, 1993)

Business Plan

The Committee resolved that the Parliamentary Dining Room present the Legislative Management Committee with a business plan. (Decision March 21, 1995)

Standing Orders

Gender-Neutral Language

The Committee resolved that the Standing Orders of the House be reprinted in gender-neutral language and that a motion reflecting this decision be moved in the House by the Government and Opposition House Leaders when the House next sits. (Decision November 7, 1996)

Technology and Communications

Computer and Telecommunications Requirements

The Committee supported the review of computer and telecommunications requirements for offices under the Speaker's jurisdiction. Such a review would commence in late September 1992, and the recommendations contained in the first of three phases to be completed by November 1992. (Decision September 17, 1992)

Householder Mail-Outs

The Committee decided to increase the Householder Budget for Members by 2% effective April 1, 1993. (Decision March 3, 1993)

Constituency Office Telecommunications

The Committee decided to follow the recommendations of Mr. Ted Hughes, Q.C. related to the Constituency Office telecommunications arrangements. (Decision March 3, 1993)

Constituency Office Telecommunications

The Committee agreed that Constituency telephone bills related to lines and equipment only be reimbursed from Vote 1 retroactive to April 1, 1993 to a maximum determined by a survey; and that Inquiry B.C. be utilized as the public toll-free access to MLA's. (Decision April 15, 1993)

Constituency Office Telecommunications

The Committee agreed that the Legislative Comptroller will establish the cost of providing a "standard business telephone system" in each constituency and that amount will be added as a distinct item to monthly constituency allowances. It was further agreed that one time installation costs would be reimbursed to those constituencies upgrading to the basic standard. (Decision July 20, 1993)

Assembly Local Area Network

The Committee authorized the awarding of a contract for a maximum of $200,000 to install a local area network infrastructure within the precinct. (Decision July 22, 1993)

Facsimile Machines

The Committee resolved that effective February 1, 1995 expenses associated with the supply of paper and toner for constituency office facsimile machines be incorporated into the communications and other centralized expenses category in Vote 1. (Decision January 31, 1995)

Communication Allowance

The Committee resolved that the Communication Allowance be increased $500.00 per member for the period 1996/97 and an additional $500.00 per member for the period 1997/98. (Decision August 14, 1996)

Cellular Telephones

The Committee resolved that the Legislative Assembly would make arrangements to provide each member with a cellular telephone and will reimburse the member for monthly telephone charges when the MLA submits the record of calls to the Legislative Comptroller's office. (Decision August 14, 1996)

Modems

The Committee resolved that telephone modems for constituency offices would be approved and that implementation be upon an instruction by the Speaker in collaboration with Computer systems branch and caucus representatives. (Decision November 7, 1996)

Media Monitoring

The Committee discussed the issue of equitable access to computer media monitoring and tracking programs, and agreed to the principle that the same facilities be provided to members of government and opposition caucuses. (Decision November 13, 1996)

Uni-Microphone

The Committee delegated to the Speaker and the House Leaders the question of implementing a "uni-microphone" system to expedite media interviews. (Decision July 2, 1997)

Nisga'a Agreement

The Committee resolved that each MLA be eligible to receive up to $5000.00 for the purposes contained in "Guidelines for Nisga'a Final Agreement MLA Expenses" presented to the Committee. (Decision September 28, 1998)

Computer Equipment Allowance

The Committee agreed that the $2,000.00 allowance, available to elected Members after an election, for their constituency offices, could be used for the acquisition of computer hardware and software. (Decision September 28, 1998)

Communications Expenses

The Committee asked the Legislative Comptroller to implement a plan to make more cost-efficient Members' communication expenses arising out of his briefing to the Committee. (Decision May 10, 2000)

Cellular Telephones

Standard supplies for cellular telephones will now include the following: the telephone, two batteries, two battery chargers, one in-car "hands free" kit for an automobile, and a cover. (Decision May 10, 2000 – Memorandum #1)

Printing Equipment

The existing guidelines indicate that constituency offices can claim reimbursement for the purchase of paper and toner for facsimile machines. Effective 01 April 2000, this provision is extended to paper and toner for photocopiers and computer printers. (Decision May 10, 2000 – Memorandum #1)

Minutes of Proceedings

Wednesday, August 5, 1998

11:00 a.m., Hemlock Room, Parliament Buildings, Victoria

Members Present:

Mr. Bill Hartley, MLA, Deputy Speaker (substituting for the Honourable Gretchen Mann Brewin, MLA, Speaker and Chair)
Mr. Steve Orcherton, MLA (substituting for the Hon. Joy MacPhail, MLA Government House Leader)
Mr. Gerard Janssen, MLA (substituting for the Hon. Lois Boone, Minister of Transportation and Highways)
Ms. Joan Smallwood, MLA, Government Caucus Chair
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Ms. Katherine Whittred, MLA, Official Opposition Caucus Chair

1. The Committee approved its agenda for today's meeting.
2. The Committee approved the minutes of its meeting of February 10, 1998.
3. The Committee approved its annual report for 1997/98.
4. **Resolved**, that the administration of the BC Travel Card for Members of the Legislative Assembly be performed in a cost effective, efficient and economical manner consistent with the principles contained in the Citizens' Panel Report on MLA Remuneration.
5. The Committee requested the Clerk of Committees to co-ordinate the preparation of a report to the Committee on the matters of implementing bereavement, sick and family leave policies for Members of the Legislative Assembly.
6. The Committee requested the Clerk of Committees to co-ordinate the preparation of a report to the Committee on the implementation of an aboriginal internship program for the Legislative Assembly.
7. The Committee discussed raising the number of capital-constituency trips for Members from 52 to 60 and to provide for spousal or dependants when accompanying Members on Business Trips, and adjourned debate on the matter.
8. The Committee discussed security and safety issues for constituency office staff.
9. **Resolved**, that staff support for constituency offices be raised by one-half person (the costs of which are to be only for staff support).
10. **Resolved**, that the Government Caucus Global Budget include one-half of the Private Member's Allowance for Executive Council Members and a full Private Member's Allowance for the Deputy Speaker.
11. The Committee agreed that it should meet on a more regular basis developing a schedule of meetings and that a discussion around the conduct of the Committee's business should take place at its next meeting.
12. The Committee discussed the funding protocol within the existing caucus budget for travel by the Leader of the Official Opposition outside of the province and adjourned debate on the matter.

13. The Committee adjourned at 1:20 p.m. to the call of the Chair.

Mr. Bill Hartley, MLA
Deputy Speaker

Craig James
Clerk of Committees
and Clerk Assistant

Wednesday, August 19, 1998

2:00 p.m., Telephone Conference Call

Members Present at various locations:

Mr. Bill Hartley, MLA, Deputy Speaker (substituting for the Honourable Gretchen Mann Brewin, MLA, Speaker and Chair)
Mr. Steve Orcherton, MLA (substituting for the Hon. Joy MacPhail, MLA Government House Leader)
Ms. Joan Smallwood, MLA, Government Caucus Chair
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Ms. Katherine Whittred, MLA, Official Opposition Caucus Chair

Unavoidably absent: Mr. Gerard Janssen, MLA (substituting for the Honourable Lois Boone, MLA)

1. By agreement, the Legislative Assembly Management Committee agreed to conduct this meeting via a telephone conference call.
2. The Committee approved its agenda for today's meeting.

   The Committee approved the minutes of its meeting of August 15, 1998.
3. The Committee resumed discussion from its meeting of August 15, 1998 on the following matters:
   - bereavement/family leave for Members of the Legislative Assembly and
   - MLA business trips with spouse or dependent

   and adjourned debate on the matters pending reports from the Clerk of Committees.
4. The Committee agreed that the Caucus Chairs should communicate with the Legislative Comptroller in respect of the implementation of the additional .5 person available for each constituency office.
5. The Committee discussed providing an allowance of $5,000 per MLA to use for communicating to their constituents the Nisga'a Final Agreement dated August 4, 1998 and adjourned debate on the matter.
6. **Resolved**, that funding for the travel of the Leader of the Official Opposition outside the province be provided from within the existing caucus budget.
7. The Committee adjourned its telephone conference call at 2:35 p.m. to the call of the Chair

Mr. Bill Hartley, MLA
Deputy Speaker

Craig James
Clerk of Committees
and Clerk Assistant

Monday, September 28, 1998

4:00 p.m., Hemlock Room, Parliament Buildings, Victoria

Members Present:

Honourable Gretchen Mann Brewin, MLA, Speaker and Chair
Mr. Steve Orcherton, MLA (substituting for the Hon. Joy MacPhail, MLA, Government House Leader)
Ms. Joan Smallwood, MLA, Government Caucus Chair
Mr. Gerard Janssen, MLA (substituting for the Hon. Lois Boone, The "Minister")
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Mr. Richard Neufeld, MLA (substituting for Katherine Whittred, MLA, Official Opposition Caucus Chair)

1. The Committee approved its agenda, as amended, for today's meeting.
2. The Committee approved the minutes of its meetings of August 5 and 19, 1998.
3. The Committee agreed that the Legislative Comptroller should attend its meetings.
4. The Committee agreed that minutes of its proceedings could be approved at a subsequent committee meeting or with the written approval of each Member of the Committee.
5. The Committee agreed that precinct directors and senior managers should appear before the Committee in an advisory capacity, on matters within their responsibility that are the subject of review by the Committee by invitation.
6. The Committee agreed that briefing notes on a matter before it be prepared by the respective precinct director/senior manager and available to Members prior to its meeting.
7. **Resolved,** that each MLA be eligible to receive up to $5000.00 for the purposes contained in "Guidelines for Nisga'a Final Agreement MLA Expenses" presented to the Committee today.
8. The Committee requested a briefing note on the following matters relating to Members of the Legislative Assembly:
   A. Bereavement Leave
   B. Sick Leave
   C. Maternity Leave
   D. Family Leave
9. The Committee requested a briefing note respecting the implementation of an Aboriginal Internship Program.
10. The Committee received correspondence from Mr. Gordon Wilson, MLA respecting additional resources for his Parliamentary office and the official use of B.C. Ferries and agreed that no additional resources could be approved at this time, and that the Legislative Comptroller clarify with Mr. Wilson the use of B.C. Ferries and other methods of official travel throughout his constituency.

11. The Committee agreed to meet on the first Monday of each month beginning with Monday, November 2, 1998 at 2:00 p.m. in the Hemlock Room subject to sufficient and substantive agenda items to warrant a meeting.
12. The Committee agreed that the $2,000.00 allowance, available to elected Members after an election, for their constituency offices, could be used for the acquisition of computer hardware and software.
13. The Committee adjourned at 5:00 p.m. until Monday, November 2, 1998.

Hon. Gretchen Mann Brewin, MLA
Speaker

Craig James
Clerk of Committees
and Clerk Assistant

Tuesday, March 2, 1999

8:30 a.m., Hemlock Room, Parliament Buildings

Members Present:

Mr. Bill Hartley, MLA (in place of the Honourable Gretchen Mann Brewin, MLA, Speaker and Chair)
The Honourable Moe Sihota, MLA (substituting for the Hon. Joy MacPhail, MLA, Government House Leader)
Ms. Joan Smallwood, MLA, Government Caucus Chair
Mr. Gerard Janssen, MLA (substituting for the Hon. Lois Boone, The "Minister")
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Mr. Murray Coell, MLA (substituting for April Sanders, MLA, Official Opposition Caucus Chair)

Officials Present:

Mr. Peter Bray, Legislative Comptroller

1. The Committee approved its agenda for today's meeting.
2. The Committee considered the proposed budget estimates of the Legislative Assembly of British Columbia for fiscal year 1999/2000.
3. It was moved by Mr. Gary Farrell-Collins, MLA that,
   Given that Treasury Board must receive the Vote 1 Budget today this Committee regrets the fact that the Committee was not called prior to today to discuss ways to contain the budget.
   A debate arising and the question being put it was agreed to.
4. Debate continued on the proposed budget estimates.
5. It was moved by the Honourable Moe Sihota, MLA that,
   The Budget Estimates of the Legislative Assembly of British Columbia for fiscal year 1999/2000 as presented to the Committee today be approved.
   A debate arising and the question being put it was agreed to.
6. The Committee adjourned at 9:45 am to the call of the Chair.

Mr. Bill Hartley, MLA
Deputy Speaker

Craig James
Clerk of Committees
and Clerk Assistant

Wednesday, July 28, 1999

11:00 a.m., Telephone Conference Call

Members Present by Telephone:

Mr. Bill Hartley, MLA (substituting for the Honourable Gretchen Mann Brewin, MLA, Speaker and Chair)
The Honourable Joan Smallwood, MLA (substituting for the Government House Leader)
Ms. Erda Walsh, MLA (substituting for the Government Caucus Chair)
Mr. Gerard Janssen, MLA (substituting for the Hon. Lois Boone, The "Minister")
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Ms. April Sanders, MLA Official Opposition Caucus Chair

1. The Committee approved its minutes of the meeting held on March 2, 1999.
2. **Resolved**, That the constituency office for Delta South remain open and continue to be subject to the guidelines applicable to constituency offices.
3. The Committee agreed to consider at its next meeting an increase in the total amount available to constituency offices in relation to the ½ time constituency assistant currently in effect.
4. The Committee requested a briefing note respecting the implementation of a long-term disability plan for Members including bereavement, sick leave and severance.
5. The Committee discussed the relationship between itself, the Speaker, the Legislative Comptroller and Members of the Legislative Assembly.
6. **Resolved**, that the Committee respects the traditional authority of the Speaker in the day to day management of the Legislative Assembly and in the absence of a decision by the Committee, recognizes the need for the Speaker to ensure the efficient and effective operation of the Assembly.
7. **Resolved**, That the Committee can approve the minutes of its meetings by each member signing their copy and returning it to the Clerk of Committees.
8. The Committee adjourned at 11:45 a.m. to the call of the Chair.

Mr. Bill Hartley, MLA
Deputy Speaker

Craig James
Clerk of Committees
and Clerk Assistant

Wednesday, February 2, 2000

12:00 noon, Oak Committee Room, Parliament Buildings, Victoria

Members Present:

The Honourable Gretchen Mann Brewin, MLA, Speaker and Chair
The Honourable Moe Sihota, MLA (substituting for the Honourable Dale Lovick, MLA, Government House Leader)
Ms. Erda Walsh, MLA, Acting Government Caucus Chair
Mr. Gerard Janssen, MLA (substituting for the Hon. Lois Boone, The "Minister")
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Ms. April Sanders, MLA Official Opposition Caucus Chair

1. The Committee approved its agenda for today's meeting
2. The Committee approved the minutes of the meeting held on Wednesday, July 28, 1999
3. The Speaker presented the Committee with draft Estimates for Vote 1, Legislative Assembly for fiscal year 2000/2001.
4. The Committee reviewed the draft Estimates.
5. The Committee requested the Legislative Comptroller to provide the following information:
   - A proposal for reducing the costs of Members' communication expenses
   - A proposal for creating a long-term disability plan for Members
   - A revision to the draft Estimates regarding the reduction of various amount in certain areas
   - A further explanation of various components of the draft Estimates
6. The Committee agreed to continue its review of the draft Estimates for Vote 1, Legislative Assembly for fiscal year 2000/2001 at another meeting prior to the end of February 2000.
7. The Committee continued its review of matters arising at previous meetings namely,
   - Bereavement, sick, maternity and family leave for Members
   - The process by which recommendations contained in the Citizen's Panel Report on MLA Remuneration are to be implemented
   - The salary cap for part-time constituency assistants
8. The Committee reiterated its view that the process of implementing the recommendations contained in the Citizen's Panel Report on MLA Remuneration requires no further action.
9. The Committee requested additional information from the Legislative Comptroller on the matter of raising the salary cap for part-time constituency assistants.
10. **Resolved**, that the Speaker develop a bereavement, sick, maternity and family leave policy for Members of the Legislative Assembly based upon a draft proposal presented to the

Committee today and subject to the appropriate legislation, regulations or official policies extant being amended to allow for its lawful implementation.

11. The Speaker advised the Committee that a report entitled *Auditor General of British Columbia: Financial Administration of Vote 1 – Report issued to the Speaker as Chair of the Legislative Assembly* would be deposited in her office tomorrow and that arrangements were being made to distribute copies.
12. The Committee adjourned at 2:00 p.m. to the call of the Chair.

Hon. Gretchen Mann Brewin, MLA
Speaker

Craig James
Clerk of Committees
and Clerk Assistant

Tuesday, February 15, 2000

12:00 noon, Telephone Conference Call

Members Participating:

Mr. Bill Hartley, MLA, Deputy Speaker (substituting for The Honourable Gretchen Mann Brewin, MLA, Speaker and Chair)
The Hon. Dale Lovick, MLA (Government House Leader)
Ms. Erda Walsh, MLA (Government Caucus Chair)
Mr. Gerard Janssen, MLA (substituting for the Hon. Lois Boone, MLA – the Minister)
Mr. Rich Coleman, MLA (substituting for Mr. Gary Farrell-Collins, MLA -Official Opposition House Leader)
Ms. April Sanders, MLA (Official Opposition Caucus Chair)

Officials Participating:

Peter Bray, Legislative Comptroller
Tony Dambrauskas, Director of Hansard

1. The Committee approved its agenda for today's meeting.
2. The Committee amended and approved the minutes of the meeting held on Wednesday, February 2, 2000.
3. The Committee continued its review of the draft Estimates for Vote 1, Legislative Assembly for fiscal year 2000/2001. Ms. April Sanders, the Official Opposition Caucus Chair, reiterated her concern that parliamentary committees should be made more effective instruments of the House and that an enhanced fiscal accountability regime be fostered.
4. **Resolved**, that the Committee approve the draft Budget Estimates of the Legislative Assembly of British Columbia for fiscal year 2000/01 as amended by the Committee.
5. The Committee requested that the Legislative Comptroller provide the Committee with the following information:
   - A proposal for reducing the costs of Members' communication expenses
   - A proposal for creating a long-term disability plan for Members

6. **Resolved**, that in addition to the provisions of the *Legislative Assembly Allowances and Pension Act, R.S.B.C. 1996, c.257*, providing Members with payment of "reasonable out of pocket, travelling and other expenses incurred by the member in the discharge of [committee] duties", Members may choose instead to claim Capital City Allowance while on Committee business in Victoria.
6. The Committee was advised that preparations were underway to introduce bereavement, sick, maternity and family leave entitlements for Members.
7. The Committee clarified the interpretation of the *Citizens' Panel Report on MLA Remuneration* regarding provisions for career counseling to also include training costs.
8. The Committee considered the *Citizens' Panel Report on MLA Remuneration* recommendations on the extension of payments to members not seeking re-election, and invited the Speaker to correspond with the caucus chairs to seek further input on this issue.
9. The Committee adjourned at 1:05 p.m. to the call of the Chair.

Mr. Bill Hartley, MLA
Deputy Speaker

Kate Ryan-Lloyd
Committee Clerk

Wednesday, May 10, 2000

3:00 p.m.,Hemlock Committee Room, Parliament Buildings, Victoria

Members Present:

The Honourable Bill Hartley, MLA, Speaker and Chair
The Honourable Joy MacPhail, MLA (The Minister)
Mr. Ed Conroy, MLA (Government Caucus Chair)
Mr. Gerard Janssen, MLA (substituting for the Honourable Dale Lovick, MLA, Government House Leader)
Mr. Gary Farrell-Collins, MLA (Official Opposition House Leader)
Ms. April Sanders, MLA (Official Opposition Caucus Chair)

Other Members and Officials Present:

Mr. Rich Coleman, MLA (Official Opposition Whip)
Peter Bray, Legislative Comptroller

1. The Committee approved its agenda for today's meeting.
2. The Committee approved the minutes of its meeting held on Tuesday, February 15, 2000.
3. The Legislative Comptroller briefed the Committee respecting the matter of reducing Members' communication expenses.
4. The Committee asked the Legislative Comptroller to implement a plan to make more cost-efficient Members' communication expenses arising out of his briefing to the Committee.
5. The Committee discussed the issue of severance for Members of the Legislative Assembly and agreed to maintain the principle recommended by the Citizen's Panel Report on MLA Remuneration.

6. The Committee received a status report regarding a proposed legislative amendment on the matter of various forms of "leave" entitlements for Members of the Legislative Assembly including,
   - Bereavement
   - Sick
   - Family
   - Maternity
7. The Committee discussed the application of a long-term disability plan for Members of the Legislative Assembly and requested the Legislative Comptroller to provide more information on the matter including provision for a short-term disability plan.
8. The Committee approved its annual report covering the period 1998-2000 and agreed that the Speaker should table it in the House as soon as practical.
9. The Legislative Comptroller advised the Committee of a series of regular meetings he is conducting with the Whips and circulated a summary of the discussions dated March 28, 2000 and May 9, 2000 along with a note respecting email and internet access from Members' constituency offices. (Appended)
10. The Committee agreed to implement the recommendations contained in the summaries prepared by the Legislative Comptroller.
11. The Clerk of Committees and Clerk Assistant advised Members of correspondence the Speaker and he had received from the Child, Youth and Family Advocate respecting the expiration of her term of office.
12. The Clerk of Committees and Clerk Assistant reported on the status of the 2000 edition of the Members' Handbook.
13. The Committee adjourned at 4:00 p.m. to the call of the Chair.

Bill Hartley, MLA
Speaker and Chair

Craig James
Clerk of Committees and
Clerk Assistant

Memorandum #1 (addendum to May 10, 200 Minutes)

TO: E. George MacMinn, QC
Clerk of the House

FROM: Peter Bray, MBA, CGA
Legislative Comptroller

DATE: 28 March 2000

SUBJECT: **Members' Expenses**

Reference is made to a meeting held today and attended by Rich Coleman, MLA, Gary Farrell-Collins, MLA, Gerard Janssen, MLA, the Speaker, Bob Vaive, yourself and the writer. As a result of this meeting, the following outcomes were determined:

1. Travel within the Capital – Members with constituencies outside the Greater Vancouver Regional District (the area identified as the "Vancouver Capital") may claim reasonable travel expenses (including taxi, rental car, personal vehicle use, parking) within the Greater Vancouver Regional District when claiming capital city allowance. These expenses are in addition to normal expenses incurred when travelling from constituency to capital.
2. Travel between Victoria and Vancouver – There are occasions when members, with constituencies outside the Capital Regional District or the Greater Vancouver Regional District, initially travel from their constituency to Victoria and then have a return trip from Victoria to Vancouver before returning to their constituency. In this case, the travel cost will be deemed to be an additional constituency to capital trip and will be counted as one of the 52(60) annual trips allowed to a member. The alternative is that the member counts the Victoria to Vancouver trip as a business trip and claims actual expenses.
3. Cellular Telephones – Standard supplies for cellular telephones will now include the following: the telephone, two batteries, two battery chargers, one in-car "hands free" kit for an automobile, and a cover.
4. Printing Supplies – The existing guidelines indicate that constituency offices can claim reimbursement for the purchase of paper and toner for facsimile machines. Effective 01 April 2000, this provision is extended to paper and toner for photocopiers and computer printers.

In addition to the above, the following items were discussed and the current practice of the Comptroller's office was confirmed:

1. Members, and their constituency offices, will submit claims for reimbursement and invoices on a timely basis. Claims for capital city allowance, travel between constituency and the capital, and business travel will be submitted to the Comptroller's office on a timely basis. The member/constituency office will forward communication invoices to the caucus when received.
2. If a member has claimed capital city allowance for a given day, business expense meal claims cannot be made for that same day.
3. If additional people accompany a member where travel on a BC ferry is paid by means of the BC Ferry credit card, the member is personally responsible for the additional cost, or, if the additional people are spouse or dependent children, must report the fares as additional constituency to capital trips.
4. Members will provide complete information when claiming capital city allowance and/or reimbursement of travel expenses. This includes the provisions of itemised meal receipts (where available), from/to travel details, provision of flight coupons (if available), and recording of all expenses charged to the corporate credit card.
5. Members will review BC Ferry and Diners/EnRoute credit card statements when received, clearly identify the nature of the charges (e.g. travel from/to constituency, business travel, or personal charge) and return the statement to the Comptroller's office on a timely basis

(hopefully within one month). If there are personal charges, the member forwards a cheque with the returned statement.

6. If the Comptroller's office identifies a potential problem/issue, the Comptroller will contact the appropriate caucus whip and advise the nature of the problem, the member involved, and a potential solution.

Based on discussions around the acceptance of the Diners/EnRoute corporate credit card, the Comptroller will make arrangements for an agreement with a financial institution providing VISA, Mastercard or American Express to provide a similar level of corporate credit to members. Once this new card is implemented, use of the BC Ferry credit card will cease.

It was finally agreed that the whips would meet with the Comptroller on a monthly basis (preferably the second Wednesday of each month at 9:00 while the house is in session and by teleconference when out of session) to review administrative issues requiring resolution.

Peter Bray
Legislative Comptroller

Memorandum #2 (addendum to May 10, 200 Minutes)

TO: E. George MacMinn, QC
Clerk of the House

FROM: Peter D. Bray, MBA, CGA
Legislative Comptroller

DATE: 9 May 2000

SUBJECT: Meeting with Whips

Rich Coleman, MLA and Gerard Janssen, MLA met with the writer this morning. The following issues were resolved or await further information prior to resolution:

1. Internet/Network Access – Both Whips indicate that many offices using the Sympatico service have complaints about the length of time it takes to download documents. This issue has been referred to Graeme Brown, Manager Computer Systems, for investigation and feedback. On receipt of Graeme's assessment, I will pass this information on to both caucuses.
2. Business Card Expense for Constituency Assistants – The *Members' Handbook* currently indicates under "Stationery and Supplies" that members' business cards, in reasonable quantities, are provided by the Legislative Assembly and that stationery and supplies for use in a constituency office must be provided by the member's constituency office allowance. Despite this, it has been agreed that the Legislative Assembly will provide business cards for constituency assistants, again in reasonable quantities. RESOLVED.

3. Long Term Disability Insurance for Members – Rich Coleman gave me the name of an individual who may be able to help in obtaining long term disability insurance for members. I have been in touch with this individual and have passed on the demographics of the Legislative Assembly in order that we can obtain some idea of costs and limitations. I will pass this information of to LAMC/caucuses as soon as it is available.
4. Actual Costs of Overnight Stays in Vancouver – Both Whips indicated that current hotel costs for overnight stays in Vancouver have become prohibitive. They asked that I recommend an alternative solution. This is covered off on a separate issue paper. Once approved by LAMC, this can be put into place immediately.
5. Business Trips – Members are currently restricted to a total of eight (8) business trips per fiscal year, each of no more than four (4) days duration and three (3) overnight accommodation. It has been recommended and implemented that all members are entitled to eight trips of five (5) days duration and four (4) overnight accommodation. RESOLVED.

Peter Bray
Legislative Comptroller

Memorandum #3 (addendum to May 10, 200 Minutes)

TO: E. George MacMinn, QC
Clerk of the House

FROM: Peter D. Bray, MBA, CGA
Legislative Comptroller

DATE: 9 May 2000

SUBJECT: Cost of Accommodation in Vancouver

Caucuses have identified a concern around the cost of hotel accommodation in Vancouver, and the fact that Capital City Allowance does not come close to covering actual costs incurred.

Proposed Solution:

1. If a member does not spend the night in Vancouver, the member continues to claim the daily Capital City Allowance of $48.00. If travel costs are claimed, the trip will constitute one of the 52(60) trips allocated to a member each fiscal year.
2. If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver and continues to be on legislative business, the member claims actual costs. The related travel costs to and from Vancouver will constitute one of the 52(60) trips allocated to a member each fiscal year. Actual costs would include:
   - Hotel room costs supported by receipts (only room costs, parking and related tax)
   - Receipted parking in other locations in the Greater Vancouver area
   - Personal vehicle use at $0.40 per kilometre within the Greater Vancouver area

- Receipted taxi or rental car use within the Greater Vancouver area
- A per diem of $51.50, or $25.75 per half-day (no receipts required). This per diem covers meals and other incidental expenses.

3. If a member uses his/her Diners Club/Enroute credit card to pay for the hotel bill, costs other than those identified above (room, parking and related tax) will be deducted from the member's claim as a personal charge.
4. If a member with a constituency outside of the Greater Vancouver Regional District does spend the night in Vancouver, continues to be on legislative business, but does not require paid overnight accommodation, the member claims $30.00 per night, plus the parking, personal vehicle use, taxi, rental car and meal per diems outlined in 2. above.
5. Members with constituencies inside the Greater Vancouver Regional District cannot claim overnight costs under this guideline.

Tuesday, October 24, 2000

2:00 p.m., Hemlock Room, Parliament Buildings, Victoria

Members Present:
Mr. Bill Hartley, MLA, Speaker and Chair
The Honourable Dale Lovick, MLA, Government House Leader
Mr. Gerard Janssen, MLA (substituting for the Honourable Joy MacPhail, MLA (The Minister)
Mr. Ed Conroy, MLA (Government Caucus Chair)
Mr. Gary Farrell-Collins, MLA (Official Opposition House Leader)
Mr. Rich Coleman, MLA (substituting for Ms. April Sanders, MLA (Official Opposition Caucus Chair)

Other Members and Legislative Officials in Attendance:
Peter Bray, Legislative Comptroller

1. The Committee approved its agenda for today's meeting.
2. The Committee reviewed the minutes of its meeting held on Wednesday, May 10, 2000 and reiterated its view that decisions of the Committee take effect on the day of the meeting they are approved.
3. The Committee agreed that all full-time and part-time constituency assistants be permitted to purchase pensionable service in respect of their employment as a constituency assistant subject to the rules of the Public Service Pension Plan or with approval of the Public Service Pension Advisory Board.
4. The Committee agreed that the Speaker should engage in consultations with the appropriate agents in respect of a review of space requirements in the Parliament Buildings and adjacent buildings on precinct property and submit a report to the Committee.
5. The Committee accepted and adopted the recommendations of the Auditor General's Report entitled Financial Administration of Vote 1.

6. The Committee agreed that the Speaker be authorized to assemble a panel of experts to consider the issue of murals in the Parliament Buildings and that the report of the experts be presented to the Committee.
7. The Committee considered the issue of short term and long term disability plans for Members of the Legislative Assembly and agreed that further discussion on the matter was required.
8. The Committee adjourned at 3:30 p.m. to the call of the Chair.

Bill Hartley, MLA
Speaker and Chair

Craig James
Clerk of Committees and
Clerk Assistant

Tuesday, January 16, 2001

10:00 a.m., Douglas Fir Committee Room, Parliament Buildings, Victoria

Members Present:
Mr. Bill Hartley, MLA, Speaker and Chair
Hon. G. Janssen, MLA, Government House Leader
Mr. D. Miller, MLA, Government Caucus Chair
Mr. D. Lovick, MLA, (substituting for the Honourable Joy MacPhail, MLA (The Minister))
Mr. Gary Farrell-Collins, MLA, Official Opposition House Leader
Ms. A. Sanders, MLA, Official Opposition Caucus Chair

Officials Present:
Mr. P. Bray, Legislative Comptroller

1. The Committee approved the meeting agenda.
2. The Committee approved the minutes dated Tuesday, October 24, 2000.
3. The Committee approved Vote 1 Estimates – Fiscal Year 2001/2002, as presented to the Committee. (Mr. D. Lovick, MLA)
4. The Committee approved the proposed Facilities Space Review. (Mr. D. Lovick, MLA)
5. The Speaker reported to the Committee on the status and progress of the Speaker's Advisory Panel on Murals in the Parliament Buildings.
6. The meeting adjourned to the call of the Chair at 11:18a.m.

Hon. Bill Hartley, MLA
Speaker and Chair

Kate Ryan-Lloyd
Committee Clerk

APPENDIX

Legislative Assembly Management Committee Act [RSBC - 1996] Chapter 258

[consolidated to November 2, 1999]

Contents
Section:

1. Definitions
2. Continuation of the committee
3. Powers and duties of the committee
4. Powers and duties of the Speaker
5. Proceedings and business
6. Dissolution of Legislative Assembly

6.1 Appropriation

7. Conflicts

Definitions
1 In this Act:

"additional party" means a political party with 4 or more members in the Legislative Assembly but does not include the government party or official opposition party;

"chair of the Government Caucus" means the member of the Legislative Assembly designated as such by the government party;

"chair of the Official Opposition Caucus" means the member of the Legislative Assembly designated as such by the official opposition party;

"committee" means the Legislative Assembly Management Committee continued by section 2;

"Government House Leader" means the member of the Executive Council named as such by the Premier;

"Legislative Precinct" means

(a) the Parliament Buildings,

(b) other buildings in Victoria or parts of them that are from time to time occupied and used by members of the Legislative Assembly for the purpose of their parliamentary duties including any premises from time to time occupied by officers and staff of the Legislative Assembly, and

(c) other land or buildings or both, other than constituency offices, designated by minute of the committee;

"Opposition House Leader" means the member of the Legislative Assembly named as such by the Leader of the Official Opposition;

"Speaker" means, subject to section 6, the person holding office as such under section 37 of the *Constitution Act*.

Continuation of the committee

2 (1) The Legislative Assembly Management Committee is continued consisting of the following members of the Legislative Assembly:

(a) the Speaker;

(b) the minister;

(c) the Government House Leader;

(d) the chair of the Government Caucus;

(e) the Opposition House Leader;

(f) the chair of the Official Opposition Caucus;

(g) one member appointed from each additional party by the members of that party;

(h) for each member appointed under paragraph (g) one additional government member from the Government Caucus appointed by the Government House Leader.

(2) The members of the committee referred to in subsection (1)(g) and (h)must be appointed within 45 days from the general voting day for the general election that preceded the Parliament.

(3) The first meeting of the committee must be held within 14 days of the appointment of the members referred to in subsection (1) (g) and (h).

(4) A member of the committee referred to in subsection (1)(b) to (h) may appoint a designate to take the member's place at a meeting of the committee.

(5) The Speaker is the chair of the committee and in the Speaker's absence the Deputy Speaker may act as chair and, with respect to the business of the committee, exercise the powers of the Speaker.

(6) A quorum of the committee is 5 members of the committee consisting of

(a) the Speaker, or in the Speaker's absence, the Deputy Speaker,

(b) 3 of the persons referred to in subsection (1) (b), (c), (d)or (h), and

(c) one of the persons referred to in subsection (1) (e), (f) or (g).

(7) Each member of the committee other than the chair has a vote, and if the votes are equal the chair has a deciding vote.

(8) The members of the committee or their designates must attend all meetings of the committee as and when called by the chair, unless prevented from doing so by illness or for other unavoidable reason.

Powers and duties of the committee

3 (1) The committee has jurisdiction to deal with all matters affecting

(a) subject to any other enactment and any rules of conduct established by the Legislative Assembly, policies for the administration of the Legislative Assembly and for the conduct of the members of the Legislative Assembly,

(b) the provision of security, facilities and services, including allocation within the Legislative Precinct, that are required for the effective functioning of the Legislative Assembly,

(c) the appointment, supervision and management of staff of the Legislative Assembly, other than permanent officers of the Legislative Assembly,

(d) review of estimates of expenditure for the Legislative Assembly for Vote 1 including the preparation of forecasts and analyses of expenditures and commitments of the Legislative Assembly,

(d.1) payments of basic compensation and Capital City allowance to members of the Legislative Assembly,

(d.2) payments of salaries to one or more of the members referred to in subsection (1.1),

(d.3) the establishment of a voluntary group registered retirement savings plan for members of the Legislative Assembly,

(e) payments to members of the Legislative Assembly to defray expenses in the performance of their duties including

(i) expenses for residence in Victoria during the legislative session and for any additional periods specified by the committee, and

(ii) other expenses associated with travel, service on legislative committees when the Legislative Assembly is not in session and protocol expenses,

(f) payments or services to members for constituency offices, including payments or services for staffing, maintaining the offices, communication expenses and travel expenses, and

(g) other matters necessary for the efficient and effective operation and management of the Legislative Assembly.

(1.1) The committee must determine the salaries payable to the following members of the Legislative Assembly:

(a) the Speaker;

(b) the Deputy Speaker;

(c) the Deputy Chair, Committee of the Whole;

(d) the Leader of the Official Opposition;

(e) the Leader of a recognized political party other than the government or opposition;

(f) the Government Whip;

(g) the Deputy Government Whip;

(h) the Opposition House Leader;

(i) the House Leader of a recognized political party other than the government or opposition;

(j) the Official Opposition Whip;

(k) the Party Whip of a recognized political party other than the government or opposition;

(l) the Government Caucus Chair;

(m) the Official Opposition Caucus Chair;

(n) the Caucus Chair of a recognized political party other than the government or opposition;

(o) the Chair of Select Standing or Special Committees.

(1.2) Despite the *Income Tax Act*, a Capital City allowance payable to a member under subsection (1) (d.1) is deemed not to be wages within the meaning of that Act, and not to form part of the income of that member for any purpose of that Act.

(2) Subsection (1)(b) does not empower the committee to allocate space or provide services within the Legislative Precinct that are necessary for

(a) ministerial offices,

(b) ministerial administration and support staff, or

(c) the functioning of the Executive Council.

Powers and duties of the Speaker

4 (1) Subject to any direction of the committee, the Speaker is responsible for the day to day administration of the Legislative Assembly.

(2) The committee may delegate any of its powers to the Speaker.

Proceedings and business

5 (1) The committee may determine its own procedures.

(2) The committee speaks by minute duly adopted by the committee.

(3) The committee may authorize payment of reasonable and actual expenses incurred by its members

(a) for attendance at meetings of the committee while the Legislative Assembly is adjourned or prorogued, or

(b) while engaged in the work of the committee while the Legislative Assembly is adjourned or prorogued.

(4) The committee must have its accounts or financial procedures examined and reported on each fiscal year by a qualified person or firm appointed by the committee.

(5) A member of the public service is not eligible to be appointed under subsection (4).

(6) The Auditor General may examine the accounts and financial procedures of the committee and report to the Speaker at the times that the Auditor General considers appropriate.

(7) Subsection (6) does not restrict the Auditor General from reporting to the Legislative Assembly on any other matter that the Auditor General considers to be in the public interest including the matters within the jurisdiction of the committee under section 3.

(8) The committee must promptly file its minutes and the reports referred to in subsections (4) and (6) with the Clerk of the Legislative Assembly who must

(a) make the minutes and reports available to any person for inspection without charge and during normal business hours, and

(b) provide a copy of the minutes and reports on payment of a reasonable copying charge.

(9) The committee must report annually to the Legislative Assembly on the decisions made by the committee during the previous year.

(10) The report under subsection (9) must include the reports referred to in subsections (4) and (6).

Dissolution of Legislative Assembly

6 (1) After general voting day for a general election, the person holding the office of Speaker immediately before general voting day is deemed for the purposes of this Act to continue in office as Speaker until a Speaker designate is named.

(2) Subsection (1) does not apply if the Speaker is not re-elected at the general election, and in that event the person who last held the office of Deputy Speaker is for the purposes of this Act deemed to be the Speaker until a Speaker designate is named.

(3) If a Speaker designate is named, he or she is deemed to be Speaker for the purposes of this Act.

(4) If neither the Speaker nor the Deputy Speaker is re-elected at the general election, a committee consisting of the minister, the Government House Leader and the Opposition House Leader must carry on the day to day administration of the Legislative Assembly until a Speaker designate is named.

Appropriation

6.1 Money required to be provided by or paid on behalf of the government under this Act must be provided or paid by the Minister of Finance and Corporate Relations from money appropriated for that purpose by the Legislative Assembly or, in the absence of and adequate appropriation for that purpose, from the consolidated revenue fund.

Conflicts

7 If there is any conflict or inconsistency between

(a) this Act or a minute of the committee issued under this Act, and

(b) the *Financial Administration Act* or any regulation or directive made or given under it, then, despite the *Financial Administration Act*, this Act or the minute of the committee prevails.